INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: 01 DECEMBER 2025

COMPULSORY CLARIFICATION MEETING DATE: 05 DECEMBER 2025 **TIME:** 10H00AM – 11H00AM
VENUE: The Auditorium, at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown,2000

CLOSING DATE: 20 JANUARY 2026 **CLOSING TIME:** 12H00

RFP DESCRIPTION: RFP – PANEL APPOINTMENT - SUPPLY AND DELIVERY FOR – HOSPITALITY, CONFERENCING, CATERING, FLIGHT BOOKINGS AND ACCOMODATION SERVICES FOR THE JDA FOR 36 MONTHS ON AN AS-AND-WHEN-REQUIRED BASIS

RFP NUMBER: JDAMARKT/HOSPITALITY/11/2025

RFQ DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:
Offices of the Johannesburg Development Agency, 3 Helen Joseph Street, The Bus Factory, Newtown, Johannesburg, 2000

Bidders should ensure that RFQ submissions are delivered timeously to the correct address. If the RFQ is late, it will not be accepted for consideration.

NB: NO RFQ SUBMISSION WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition below)
*MSCM Regulations: "in the service of the state" means to be –

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department:	Procurement	**Contact Person:**	Mr. Siyambonga Gcobo
Tel:	011 688 7851	**E-mail:**	sgcobo@jda.org.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department:	Facilities Management	**Contact Person:**	Mr. Kenneth Nxumalo
Tel:	011 688 7824	**E-mail:**	knxumalo@jda.org.za

PLEASE NOTE: SUBMISSIONS MUST BE SUBMITTED ON THE RFQ DOCUMENTATION ISSUED. RFQ DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT. FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED

OFFER

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 ……

SIGNATURE OF BIDDER ……

CAPACITY UNDER WHICH THIS BID IS SIGNED ……

DATE ……

THE ABOVE PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO WILL RESULT IN THE BID BEING DISQUALIFIED

To all Stake Holders

RE: The channels of reporting fraudulent and Corrupt Activities

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees.

To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combating fraud and corruption.

The City decided 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 practices.

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 Ameshoff Street, SAPPI Building, East Wing, 5th Floor
- Social Media Pages: Facebook (Group Forensic and investigation services GFIS) and Twitter (@cojgfis
- Management Request and referrals: Various Departments and Entities

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

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

JOHANNESBURG DEVELOPMENT AGENCY

ADVERT DATE: 01 DECEMBER 2025

COMPULSORY CLARIFICATION MEETING DATE: 05 DECEMBER 2025 **TIME:** 10H00AM – 11H00AM
VENUE: The Auditorium, at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown,2000

CLOSING DATE: 20 JANUARY 2026 **CLOSING TIME:** 12H00

BID DESCRIPTION: RFP – PANEL APPOINTMENT - SUPPLY AND DELIVERY FOR – HOSPITALITY, CONFERENCING AND CATERING, FLIGHT BOOKINGS AND ACCOMODATION SERVICES FOR THE JDA FOR 36 MONTHS ON AN AS-AND-WHEN-REQUIRED BASIS

RFP NUMBER: JDAMARKT/HOSPITALITY/11/2025

November 2025

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COPY OF ADVERT

TENDERING PROCEDURES
Tender Notice and Invitation to Tender

RFP DESCRIPTION: RFP – PANEL APPOINTMENT - SUPPLY AND DELIVERY FOR – HOSPITALITY, CONFERENCING, CATERING, FLIGHT BOOKINGS AND ACCOMODATION SERVICES FOR THE JDA FOR 36 MONTHS ON AN AS-AND-WHEN-REQUIRED BASIS

RFP NUMBER: JDAMARKT/HOSPITALITY/11/2025

The Johannesburg Development Agency is requesting proposals from qualified and experienced service providers to bid and form part of for a panel for the supply and delivery of hospitality, conferencing, catering, flight bookings and accommodation services for the JDA for 36 months on an as-and-when-required basis

Documents can be downloaded from the JDA website: www.jda.org.za and e-Tenders portal www.etenders.gov.za from the **01 December 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 7851.

Technical queries or queries relating to the project may be addressed to Mr. Kenneth Nxumalo on e-mail: knxumalo@jda.org.za or telephone no. 011 – 688 7824.

A Compulsory Clarification Meeting with representatives of the Employer will take place Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory, Newtown, Johannesburg, 2000 on **05 December 2025, starting at 10H00am –11H00am.**

The closing time for receipt of tenders is 12:00 on 20 January 2026 and must be submitted at the Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory. **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".

1. INTRODUCTION

One of the strategic objectives of Marketing Department at the Johannesburg Development Agency is to enhance customer services and service delivery. In doing so it is essential to provide Hospitality, Conferencing, and Catering Services in order to achieve the goals and objectives of the Departments. It is thus essential that the services contracted are of a high quality, efficient and effective in meeting such goals

1.1 Background

The JDA Offices are situated in the Bus Factory premises at 3 Helen Joseph Street, Newtown, Johannesburg.
The JDA requires to appointment a panel of service providers for Hospitality, Conferencing, Catering, flight bookings and accommodation Services on an as-and-when-required basis.

1.2 Purpose

The Johannesburg Development Agency intends contracting more than one service provider for the provision of Hospitality, Conferencing, Catering, flight booking and accommodation Services on an as-and-when-required basis for a period of thirty-six (36) months to provide meals, refreshments, sound equipment, venue services and equipment as required for functions and meetings held at JDA and around Johannesburg.

2. SCOPE OF WORK AND DELIVERABLES

The successful service provider is expected to render the following services:
Supply and delivery of Hospitality, Conferencing, Catering, flight booking and accommodation services as and when required by the JDA Bus factory.

- Sound System Package – Sound system, Speakers, Subs, Mixers, AV Equipment, Audio Visual Equipment, and Lights.
- To issue a quotation of the required goods as per the BOQ from the JDA Bus factory, then, upon approval of the quotation, delivery can be arranged.
- Pricing of services to be inclusive of the transportation to the JDA Bus factory
- Issuing of Menus and ingredients to be supplied.
- Goods and services are required in good quality, as those deemed to be of inferior quality will not be accepted.
- To provide goods of good market standard in terms of sizes, e.g., fruits, vegetables, and other consumables. Poor quality and overage supplies will not be accepted.
- The services are to be provided on the day of the event, before arrangements with the Johannesburg Development Agency and the events department, at least five days before the date of the meetings.
- The services are to be provided on the day of the event, before arrangements with the Johannesburg Development Agency and the events department, at least five days before the date of the meetings.
- The Supplier shall give excellent service to the Johannesburg Development Agency Board members, EXCO, Department Clients, Stakeholders, and its visitors.

- The Supplier to provide the JDA ready-to-serve meals and packages where required and deliver them to the event in the Johannesburg region. It is the Supplier's responsibility to ensure they provide equipment that will be utilized for food storage, preparation areas, all equipment, crockery, cutlery, and foodstuffs.
- The suppliers must comply with the following standards and SHE:
    1. City of Johannesburg SHEQ policy
    2. Adhere to the OHS Act 85 of 1993.
    3. Adhere to the City of Johannesburg Wellness rules

3.2 Notes

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

3.2.2 That the RFQ is issued in line with the POPI Act.

3.2.3 The RFQ shall be evaluated by PPR 2022

3.2.4 Bidders are invited to bid for a panel of hospitality services for 36 months.

3.2.5 Appointed bidders will be invited to quote for services required as and when needed.

3.2.6 Bidders are to submit 1 x hard copy and 1 x soft copy in a usb stick.

4.DELIVERABLES

No.	Item	Number of people	Number of events per year	Quality/quantity	Time frame
1	Board meeting venue, including tea, coffee, and lunch for up to 12 people in the Johannesburg area	12	5	Clean, high-quality as required	30 min before the meeting starts
2	a) Strategic tours in A to G Regions where JDA Projects are based b) 20 Snack packs (to include a fruit, a roll or sandwich, a snack bar, and crisps	20	2	Clean, high-quality as required	An hour before departure
3	Student tours snack packs with dogwood or sandwiches, fruit, and a cool drink per tour	50	4	Clean, high-quality as required	An hour before departure
4	MMC site visits 20 snack packs include a fruit, a roll or sandwich, a snack bar, and crisps	20	5	Clean, high-quality as required	An hour before departure
5	Sod turning events lunch packs include a fruit, a roll or sandwich, a snack bar, and crisps	200	5	Clean, high-quality as required	Set up an hour before the event

6	Executive Mayor site visits snack packs include a fruit, a roll or sandwich, a snack bar, and crisps	100	2	Clean, high-quality as required	An hour before departure
7	City Manager site visits snack packs include a fruit, a roll or sandwich, a snack bar, and crisps	50	2	Clean, high-quality as required	An hour before departure
8	Client Departments' site visits, snack packs include a fruit, a roll or sandwich, a snack bar, and crisps	20	10	Clean, high-quality as required	An hour before departure
9	Section 79 site visits snack packs to include a fruit, a roll or sandwich, a snack bar, and crisps	20	2	Clean, high-quality as required	An hour before departure
10	Business Engagement Sessions breakfast pack to include a cheese scone, ham and cheese croissant, cheese quiche, and juice or cool drink	4 Sessions	100	Clean, high-quality as required	An hour before the event starts
11	Media site visits for lunch: grilled chicken, 1 veggie, 1 salad, or chicken or beef curry with rice, 1 veggie, and 1 salad, and a cool drink	4	10	Clean, high-quality as required	An hour before departure
12	Interview venues to include tea, coffee, scones, muffins, fruits and cheese, and ham or chicken, mayo or tuna sandwiches, lunch	5	6	Clean, high-quality as required	An hour before the interviews start.
13	Sound equipment - Sound system, Speakers, Subs, Mixers, AV Equipment, Audio Visual Equipment, and Lights.	Per event	Not specified	Clean, high-quality as required	An hour before the start
14	Marquee	Per event	Not specified	Clean white, high-quality frame as required	Set up three hours before the start.
15	Transport hire (12-seater to 22-seater)	Per event	Not specified	Clean, no tourn seats and dents – in high-quality working condition	30 min before travelling starts
16	Flight Bookings	Per person	Not specified	Clean, high-quality as required	Two hours before departure
17	Accommodation	Per person	Not specified	Clean, high-quality as required	Check-in an hour before
18	Car Hire	Per person	Not specified	Clean, high-quality as required	Available an hour before
19	Conference booking fees for an attendee	Per person/group	Not specified	Clean, high-quality as required	Available before attending an event

4.1 PRESENTATION OF QUOTATIONS

Submissions are to consist of a short **(not to exceed 15 pages)** and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation, as well as the experience and capability of the applicant to undertake and manage the project successfully.

The report should **use the same item numbers as below** for the required sections of the report.

The following information must be spelled out:

- Brief company background lists of HOSPITALITY, CONFERENCING, AND CATERING SERVICES (including client name, contact person, telephone number, value of the project, and the consulting fee value, nature of the project, required deliverables).
- To adhere to all food safety and food hygiene practices (SANS 10049:2011) (Occupational Health and Safety Act No. 85 of 1993)
- Comply with the Local Municipality Regulations for that area to have a certificate of acceptability.
- Health Act, Food and Cosmetic Act, R918 facilities regulation
- A copy of a valid SARS Tax Pin Compliant certificate. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.
- No award will be made to a service provider who is not registered with the National Treasury Central Supplier Database.
- A copy of the tenderer's latest municipal rates account in the name of the tenderer or the names of the Directors / Partners of the tendering entity. Copies of lease agreements **will be accepted.**

- An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entity's BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. An EME must submit an affidavit confirming the following:

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

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

- Bidders are required to submit detailed quotations based on the required deliverables defined in the RFP terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc., are to be **included** in the quotations.

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

- The forms A to F annexed must be scrutinized, completed in full, and submitted together with your RFQ.

5. SPECIAL CONDITIONS OF BID

5.1 Health Certificate
Once appointed to the panel, the JDA will request for quotations and failure to provide a Health Certificate, your quote will be disqualified

5.2 JDA may award the contract to more than one service provider on a shared basis due to the number of meetings or the level of the delegations being served at the meeting at a particular time. JDA will monitor the orders and total expenditure per service provider through a service level agreement in the case where more than one 1 service provider is utilized.

5.3 Failure to submit documentary proof and supporting documents will invalidate The relevant bid.
5.4 Payment for services rendered satisfactorily will be made by JDA within 30 days from receipt of a correct invoice.
5.4 No deposits or advance payments will be made by JDA for services to be rendered in terms of this contract.

5.6 No food may be prepared on JDA premises,

5.7 Only glass, stainless steel, or ceramic containers may be utilized for serving food.

5.8 High-quality executive linen, cutlery, and crockery are also required. Please note that clear marking/labelling of the food is expected, i.e., Vegetarian, Halal, no pork, etc.

5.10 No utensils and equipment may be washed on JDA premises.

5.11 Bookings/orders may be for 5 to 100 people or above.

5.12 Requests for weekend/public holiday functions outside JDA premises must be provided for, including waiters, drivers, etc. A separate quotation is to be requested in such instances.
5.13 Only JDA-designated catering unit personnel will place orders for food or any catering arrangements on behalf of the Department.

5.14 Unscheduled inspection of places where food is prepared will be undertaken in any quarterly cycle.
5.15 In the case of non-compliance with the conditions of contract, poor performance, or unacceptable quality of food/services provided by a contractor, JDA may request the caterer to rectify the situation immediately, in addition to any other remedy it will have in terms of the conditions of the contract. JDA has the right to cancel the contract in writing within 14 working days for non-compliance with the conditions of the contract, poor performance, or unacceptable quality of food/services provided not be rectified and occur constantly, which will result in posing a risk to JDA.

5.16 JDA does not accept liability or responsibility whatsoever for any loss or damage that may have been suffered by the successful bidder or its personnel in the performance of the services. It is the responsibility of the successful bidder to ensure that loss or damage does not occur while crockery, cutlery, glasses, table-cloths, etc, are used on the premises of JDA. The successful bidder should therefore provide for necessary supervision.

5.17 Successful contractor (s) shall enter into a Service Level Agreement with JDA.

Note for consortium and joint ventures.

- The items above are to be addressed and completed by **EACH** member of the consortium or joint venture.
- An agreement between all parties of the consortium or joint venture is to accompany the tender submission.
- A trust, consortium, or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits its consolidated BBBEE scorecard as if it 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 will be evaluated on the following criteria to follow.

- Compliance
- Technical
- Risk tolerance.

6.1 Compliance

- ➢ Bidders who did not complete, in full, the tender offer page and the pricing table (i.e., priced, all registration numbers provided, and signed);
- ➢ Bidders whose quotation document has been completed in pencil;
- ➢ Bidders who failed to attend the compulsory briefing sessions;
- ➢ Bidders whose quotation document has been completed in pencil;
- ➢ Bidders whose documents have been faxed;
- ➢ Bidders whose quotation document has been received after the closing time;
- ➢ Bidders whose quotation document has not been deposited in the tender box at the time of closing;
- ➢ Bidders who fail to price as required, i.e., as stipulated in items 3 and 4 herein;
- ➢ Bidders who have any directors in the employment of the state;
- ➢ Bidders whose tax matters are not up to date;

- ➢ Bidders whose directors have municipal accounts that are owing for more than 90 days;
- ➢ Bidders who are not registered with the National Central Supplier Database;

6.2 Technical

Item	Criteria	Total Points
(i)	Key returnable (annexure A-F fully completed and signed)	12
(ii)	Past completed similar projects as experience of the company	50
(iii)	Detailed and signed reference letters that are in line with item (ii)	50
Minimum / Cut–off @ 70%		**78**
Maximum		**112**

a) Submission / Assessment Checklist

Variable	Criteria	Description of Criteria	Total Points
(i) Key returnable documents	Returnable Documents Required are as follows	Points will only be allocated for documents correctly completed and Signed.	
	1. Company background/brochure		Y/N
	2. List of similar contracts currently awarded by an organ of state		Y/N
	3. List of completed contracts of a similar nature		Y/N
	4. Details of directors and shareholders with certified copies of IDs		Y/N
	5. Company registration documents and CSD Report		Y/N
			Y/N
	6. CTS letter from SARS (Tax PIN)		Y/N
	7. Valid BBBEE certificate/s or Affidavit Sworn under oath		Y/N
	8. Up-to-date Municipal rates account showing no arrears (90 days) or affidavit if not applicable for		Y/N
	Annexures A to F are all completed in full and signed.		12
Returnable Total			**12**

Variable	Criteria		Description of Criteria	Total Points
	50 points	Five or more projects demonstrating knowledge and experience in supply and delivery for Hospitality, Conferencing, and Catering Services	Points will only be allocated for	50
		Three to four projects demonstrating knowledge and experience in supply and delivery for Hospitality, Conferencing, and Catering Services.		30

		One to two projects demonstrating knowledge and experience in supply and delivery for Hospitality, Conferencing, and Catering Services.	a relevant/similar completed project experience (Complete	10
(iii) Contactable references in line with item ii	50 points	Five or more satisfactory references for supply and delivery for Hospitality, Conferencing, and Catering Services	References must be on the client's letterhead or a document stamped by the client and must confirm the project description and value of services rendered to earn the points. If any of the required information does not appear in the reference,	50
		Three to four satisfactory references for supply and delivery for Hospitality, Conferencing, and Catering Services		30
		One to two satisfactory references for supply and delivery for Hospitality, Conferencing, and Catering Servces		10

6.3 Price and Preferential Goals

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

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

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

Awards UP TO R50 mil (VAT Inclusive)

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence
Business owned by 51% or more – **Black People**	**5**	• Valid BBBEE certificate / Affidavit Sworn under oath• Company Registration Certification • Certified copy of ID of owners of the business and shareholders certificate
Business owned by 51% or more - **Women**	**10**	• Valid BBBEE Certificate/ Affidavit Sworn under oath• CSD report
SMMEs (An EME or QSE	**5**	• Valid BBBEE Certificate/ Affidavit Sworn under oath• CSD report
Total Points	**20**	**Failure to attach evidence will lead to scoring zero points**

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 for individual professional service providers (e.g., project managers/engineers/quantity surveyors/consultants) is either :

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

And in instances where the value of contracts for multi-disciplinary professional service providers (e.g., more than one discipline/service is provided by the same bidder) is either :

The greater of R12 million or six contracts/projects in the current financial year, or
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 is 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 words ***"RFP – PANEL APPOINTMENT - SUPPLY AND DELIVERY FOR – HOSPITALITY, CONFERENCING, CATERING, FLIGHT BOOKINGS AND ACCOMODATION SERVICES FOR THE JDA FOR 36 MONTHS ON AN AS-AND-WHEN-REQUIRED BASIS"*** must be written/typed clearly on the envelope.

The envelope must be deposited in the tender box at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown,2000, only between the hours of 08H00 and 17H00.

The RFQ closing date and time is the 20th of January 2026 at 12H00.

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

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

Unsuccessful bidders will have the opportunity to query the award within 14 working days of the publication of the successful bidder on the JDA website.

Tender validity is not applicable.
.

Queries can be addressed in writing to: Kenneth Nxumalo E-mail: knxumalo@jda.org.za

ANNEXURE A: BUSINESS DECLARATION

Tender/RFQ Number: …….

Tender/RFQ Description: …….

Name of Company: ……

Contact Person: …….....

Postal Address: ……..…….……..

……..……..…….....

Physical Address: …….…….....

…….…….....

Telephone Number: …….....

Fax Number: …….…….....

Cell Number: …….…….....

E-mail Address: ……..…….

Company/enterprise Income
Tax Reference Number: …….....
(Insert personal income tax number if a one-person business, and personal income tax numbers of all partners if a partnership)

VAT Registration Number: …..……...…….....

CSD Number: ……...……...

Company Registration Number: ……...

1. **Type of firm**

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

(Tick one box)

2. Principal business activities

……...……...…….….
……...…….……..……
…….……

3. Total number of years the 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 that renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering?

Full Time: …….

Part Time: …….

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

R ……. **Year: .....**

R ……. **Year: .....**

R ……. **Year: .....**

9. List all contracts of a similar nature that your company is engaged in and has not yet completed:

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION (MONTH & YEAR)

10. Banking details

I/We hereby request and authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorized will be processed by computer through a system known as the *"ACB Electronic Fund Transfer Service"* and

I/We also understand that no additional advice on payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving **30 days**' notice in writing.

BANK: ……

BRANCH: ..……..

BRANCH CODE: …….
ACCOUNT NUMBER: …..……..……

ACCOUNT HOLDER: …….

TYPE OF ACCOUNT: …….

CONTACT PERSON: …….

CONTACT NUMBER: …….

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

The undersigned, who warrants that he/she is duly 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. Given 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 about the evaluating/adjudicating authority.

3. 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 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, principal shareholders, or stakeholders in the 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, principal shareholders, or stakeholders in the service of the state? **YES / NO**

If yes, furnish particulars.

……

……

3.14 Do you or any of the directors, trustees, managers, principal 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, has:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct regarding 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 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 *audi alteram partem* 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 the 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 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 - 1: PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE* DURING THE LAST 5 YEARS**

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

EMPLOYER	CONSULTANT	SIMILAR NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

ANNEXURE D - 2: PARTICULARS OF PREVIOUS CONTRACTS AWARDED BY NOT AN ORGAN OF STATE* DURING THE LAST 5 YEARS cont.**

EMPLOYER	CONSULTANT	SIMILAR NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

***** Organ of State means-**

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

…….. ……..……..

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

Position

……. …….

Name of Bidder

Date

ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

"RFP – PANEL APPOINTMENT - SUPPLY AND DELIVERY FOR – HOSPITALITY, CONFERENCING, CATERING, FLIGHT BOOKINGS AND ACCOMODATION SERVICES FOR THE JDA FOR 36 MONTHS ON AN AS-AND-WHEN-REQUIRED BASIS"

In response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

_____

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;

2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

5. For 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, before 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, suspicious bids will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

……	……
Signature	Position
…….	…….
Name of Bidder	Date

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or 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 numbers.

1..……..……

2..……..

3..…….

4.……

5.……

6.……

7.……

C Documents to be attached.

i. A copy of the municipal account mentioned in B (iv) & (v) (Not older than 3 months)
ii. A copy of the 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**

ANNEXTURE G– 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?

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

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**:**