



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: **16 APRIL 2026**

NON-COMPULSORY BRIEFING MEETING DATE: **21 APRIL 2026**

TIME: **10H00am – 11H00am**

VENUE: MS TEAM LINK (<https://teams.microsoft.com/join/369962580595985?p=oesmAxLvUrf0LqFEfB>)

CLOSING DATE: **21 MAY 2026**

CLOSING TIME: **12H00**

BID DESCRIPTION: RFP - PROVISION OF ASSET MANAGEMENT HARDWARE, SOFTWARE AND SUPPORT FOR THE JDA FOR A PERIOD OF 36 MONTHS

BID NUMBER: **JDAFIN/AMS/04/2026**

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.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement
Tel: 011 688 7811

Contact Person:
Fax: 011 688 7899

Mr. Siyambonga Gcobo
E-mail: sgcobo@jda.org.za

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department: Finance
Tel: 011 688 7851

Contact Person:
Fax: 011 688 7899

Mr X Msweli
E-mail: xmsweli@jda.org.za

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

OFFER

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

NAME OF BIDDER

BID 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

TOTAL BID PRICE excluding Value Added Tax

15% VAT

TOTAL BID PRICE including Value Added Tax

TOTAL BID PRICE in words

.....

..... Including Value Added Tax

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

SUPPLIERS DATABASE REGISTRATION

National Treasury launched the National Central Supplier Database (NCSD) with effect from 1 September 2015.

This will enable prospective suppliers to register their companies on the following website www.csd.gov.za

Transitional Period (1 September 2015 to 30 June 2016)

1. During the transitional period suppliers are requested to register on the website where all their essential information such as Tax Clearance Certificates, VAT, Company Registration Numbers and CIPC business status will be verified.
2. When conducting business with the JDA, you will be requested to provide us with the following:
 - Supplier Number and;
 - Supplier Registration Security Code so we can print your real time information;
 - Banking details with bank Stamp and;
 - Certified BBBEE Certificate.

Once a supplier has registered on NCSD, it will no longer be a requirement to provide the JDA with an Original Tax Clearance Certificate or any other registration documents.

After Transitional Period 1 July 2016

Effective 1 July 2016, the JDA will only award business to suppliers who are registered on NCSD and suppliers will no longer be required to provide information as stipulated above.

For more information on registration, please:

Mr. Siyambonga Gcobo on 011 688 7811

To all Stake Holders**RE: The channels of reporting fraudulent and Corrupt Activities**

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

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

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

The City took a decision to centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline.

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

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

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

- Toll free number: 0800-0025-87 (all official languages)
- Email Address: whistle@joburg.org.za
- Walk in: 48 Ameshhof Street, SAPPI Building, East Wing, 5th Floor
- Social Media Pages: Facebook (Group Forensic and investigation services GFIS) and Twitter (@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

JOHANNESBURG DEVELOPMENT AGENCY

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APRIL 2026

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COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFP - PROVISION OF ASSET MANAGEMENT HARDWARE, SOFTWARE AND SUPPORT FOR THE JDA FOR A PERIOD OF 36 MONTHS - BID NUMBER: JDAFIN/AMS/04/2026

The Johannesburg Development Agency is requesting proposals from qualified, experienced and professional asset management companies and joint ventures for the provision of asset management services for the JDA for a period of 36 months.

Documents can be downloaded from the JDA's website as follows: www.jda.org.za as well as on www.etenders.gov.za from **16 April 2026**. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

Queries relating to procurement matters may be addressed to Mr. Siyambonga Gcobo at tel: (011) 688 7851; fax (011) 688 7811; or e-mail: sgcobo@jda.org.za

Technical queries or queries relating to the project may be addressed to Mr. Xolela Msweli at (011) 688 7851; fax: (011) 688 7851; or e-mail: xmsweli@jda.org.za

A Non-Compulsory Clarification Meeting with representatives of the Employer will take virtually on Ms Teams and the link will be provided on the tender document. Meeting will take place on **21 April 2026, starting at 10H00am – 11H00am**.

The closing time for receipt of tenders is 12:00pm on 21 May 2026. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

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

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

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

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

1. **INTRODUCTION**

The Johannesburg Development Agency (JDA) is requesting proposals from qualified and experienced service providers to provide and implement a cloud-based, off-the shelf Asset Management Tool (hardware, software and support), to manage, track and monitor information technology assets including physical assets throughout their lifecycle for the JDA for a period of 36 months.

2. **PROJECT INFORMATION**

2.1 **Background**

The Johannesburg Development Agency is an Agency of the City of Joburg based at No.3 Helen Joseph Street, Newtown. The asset management services are required to enhance the current asset management at the JDA to comply with the requirements of the MFMA and GRAP accounting standards.

2.1.1 **Objectives**

Sourcing and Implementation of an AM Tool that will:

- Provide an accurate account of assets which includes their deployment, maintenance, upgrade, and disposal, as needed,
- Ensure that assets, whether tangible or intangible, are tracked and used within the organisation, and
- Assist in the tracking of unlicensed software including software that has expired but is still used on JDA systems.

2.2 **Scope of work**

The appointed service provider will be required to provide services in relation to the sourcing and implementation, support, and maintenance of an Asset Management Tool, for the management, tracking, and monitoring of information technology assets and physical assets throughout their lifecycle and following services are required:

- Provide system implementation includes installation, configuration of the required functions, integration points, and testing of the proposed system.
- Supply and deliver asset tags (as and when required) and scanners.
- Supply and delivery of asset management software compatible with SAGE.
- Any associated expert advise as and when required.
- Provision of a 36 months licence.

- Must compile the solution architecture and deployment documents that show the physical components of the solution intended to be deployed which include the following:
 - Physical Designs that show business or system use cases or application functions, data models and the technology/infrastructure to host the system.
 - Detailed Deployment Model.
 - Configuration Documents.
 - Standard reports and analytics.
 - Standard metadata (field descriptions, formats, and rules) for the system fields.
- As part of the response, the service provider must also describe and discuss in detail the approach to be used for training and knowledge transfer to JDA's ICT Specialists team and the JDA's Asset Management team.
- System / Application Support - The support and maintenance of the system is required for a period of three years. Industry best practices, processes and methodologies for managing, maintaining and enhancing the system will need to be adhered to.
- The bidder is required to provide the product roadmap for the Asset Management.

2.2.1 Business Requirements

Business Requirements		
Req. No	Requirement	Description
BR-1	Entitlement Discovery	The tool/system should determine if the organisation is entitled to use the software the way it has been used based on what has been discovered.
BR-2	Gain Control Over All Hardware and Software Inventory	Maintain a complete product catalogue of all assets owned by the company with price and warranty details
BR-3	Data Discovery and Storage	Scan the network and identify hardware assets, identify entitlements, consolidate where possible to resolve duplicated or conflicting records, aggregate and store data for hardware assets.
BR-4	Build Asset Database	Build asset database by discovering and scanning devices and virtual machines with the network scan, i.e., discover hardware devices on the network, identify software running on that hardware, build asset database for both those discovered hardware devices and the software installed on those devices.

BR-5	Platform Discovery	Interrogates networks to find the physical, virtual and cloud platforms upon which software executes.
BR-6	Prevention of Asset Duplication	Ability to prevent capturing of duplicate assets
BR-7	Identification of Platform-Agnostic Consumption Identification	Captures platform configuration data and extracts a list of all software and software consumption. Identifies the software installed on, accessed on, or executing upon a platform, as in the case of instance-based software licenses.
BR-8	Asset Life Cycle Management	Reconciles and manages procurement, arrival, storage, provisioning, use, transfer, service, and disposition.
BR-9	Governance of Access, Visibility and Control	Governs access, visibility and control to specific assets based on the user's role.
BR-10	Classify Asset and Product Types	Create or build relationships between people, assets, and other Configuration Items (CI) and get a virtual view of asset relationships.
BR-11	Asset Ownership Assigning	Assigns asset ownership to a person, department, or location.
BR-12	Product Usability	Provides easily understood, friendly interfaces with intuitive designs to facilitate user engagement.
BR-13	Identification of Entitlements	Analyses software contracts, purchases, and procurement records to obtain the entitlements for software consumption conferred by a given license agreement.
BR-14	Normalization of Consumption Data	Consolidates multiple platform consumption datasets and other data sources to resolve duplicated or conflicting records. Creates a single, accurate, organised, and categorised inventory of software consumption from data collected by multiple tools.
BR-15	Normalization of Entitlement Data	Merges multiple software entitlement records and other supporting data to produce a single, accurate, organised, and categorized inventory of entitlements in effect for each software publisher.
BR-16	Reconciliation	Correlates contract, purchase, and entitlement records with normalized inventory data. Creates an effective license position, the balance of recorded license entitlements to actual license consumption.

BR-17	Governance	Allows software asset management teams to properly allocate licenses, proactively identify remediation actions for inaccurate data and noncompliance, and automate workflows to improve process compliance.
BR-18	Optimization of Software Entitlements and Consumption	Optimizes software entitlements and consumption. Tracks changes to software license structures. Improves vendor management. Balances software spending with usage to forecast demand for the quantity, type and expense of licenses needed and in use.
BR-19	Optimisation and Integration	Optimizes and integrates with other IT and financial systems for data, processes and workflow.
BR-20	Sharing of Software Asset Information	Consumes and produces information for use across other organisational functions. Functions as central system of record for IT assets. Enables the enterprise to manage vendors and software assets throughout their life cycle.
BR-21	Asset Information Ingestion	Offers APIs for asset information to be ingested/entered through integration with procurement systems or software asset management solutions or inventoried through a configuration management database or network discovery tools.
BR-22	Report Creation and Sharing	Shares standardized reports, creates custom reporting, and exports data into other reporting systems.
BR-23	Scalability	Scales in record size and number of records as the organization grows.
BR-24	Track Assets	Track assets across their life cycle from requisition to retirement, along with ownership
BR-25		Map relationships between assets and business services
BR-26		Keep track of asset depreciation and other costs
BR-27		Manage all your software license investments
BR-28		Track software usage and compliance
BR-29		Keep track of IT contracts and get notified about their expiry in advance
BR-30		Assess installed software by device or population
BR-31	Report and alert on software configuration changes or policy non-compliance	

BR-32	Monitor Software	Improve software governance by monitoring software usage, number of installations, license types, compliance status, and license expiration.
BR-33		Analyse software contracts, purchases, and procurement records to obtain the entitlements for software consumption conferred by a given license agreement.
		Track changes to software license structures, improve vendor management and balance software spending with usage to forecast demand for the quantity, type and expense of licenses needed and in use.
BR-34	Solution Deployment	Ability to host the solution on JDA Cloud and offer it as Software as a Service (SaaS)
BR-35	Solution Infrastructure	Ability for the solution to work with diverse infrastructure platforms, (e.g., specific scanners, operating system, etc.)
BR-37	Scanning	Ability to scan various types of barcodes and serial numbers
BR-38	Field Modification	Ability to add custom fields not included in the system or change existing fields
BR-39	Asset Auditing	Audit - ability to assist with auditing of assets
BR-40	Attachments	Ability to attach documents
BR-41	Automated	Ability to acknowledge receipt of assets via automated responses (e.g., emails, programmed schedules, etc.)
BR-42	Office Asset Tracking	Indicate how the solution will cater for assets without CPUs
BR-43	Record Asset Relationships	Ability to link components of a bigger asset (e.g., linking PDUs to a server)
BR-44	Audit Trail	Audit Trail (Event history) - solution must retain event history (event logs) and not override it
BR-45	Mobile Accessibility	Ability to use mobile devices e.g., phone, tablets, etc., to scan assets and update asset information
BR-46	Bulk Upload	Ability to do a bulk upload of assets for changes, removals, and new assets
BR-47	Merging Of Asset Replacements	Ability to merge asset replacements on the system, to remove duplicates
BR-48	Warranty Information	Ability to capture warranty information per asset
BR-49	Multi-Functional Scanners	Provide multi-functional scanners which will scan both barcode and QR (at least 4 multi-functional scanners)

2.2.2 Functional Requirements

The following functional requirements are listed below to ensure there is a common understanding by all stakeholders of the scope regarding implementation of the AM Tool:

Functional Requirements		
Req. No	Requirement	Description
FR-1	Financial Asset Register	Integration of the solution with Financial Asset Register for access to financial related information
FR-2	User Information Systems	Integration of the solution with User Information Systems for access to employee related information
FR-3	Physical Security Systems	Integration of the solution with Physical Security Systems for access to employee access and asset tracking information
FR-4	Access Systems	Integration of the solution with Access Management Systems, for access to employee related information
FR-5	Configuration	Integration of the solution with Configuration Information Systems for access to asset related information
FR-6	Configuration and Tracking Systems	Integration of the solution with Configuration and Tracking Systems for access to asset related information
FR-7	ITSM Integration	Integration of the solution with ITSM for access to service management related information
FR-8	Exchange/Email Systems	Integration of the solution with Exchange/Email Systems for the sending and receiving of automated emails
FR-9	Workflow Functionality	Workflow functionality, e.g., for deletion or removal of assets to prevent fraudulent activities

2.2.3 Non-Functional Requirements

The following non-functional requirements are listed below to ensure there is a common understanding by all stakeholders of the scope regarding implementation of the AM Tool:

Non-Functional Requirements		
Req. No	Requirement	Description
NF-1	Availability	The implemented solution is available 98% of the time, 24/7. Planned downtime should be conducted outside of working hours (07:00 – 17:00)
NF-2	Interoperability	The implement solution can operate with other products or systems in the present and future without any restricted access or implementation complexities
NF-3	Performance	The implemented solution provides fast response times with high throughput, low utilisation of computer resources, high system availability, high bandwidth, and fast data transmission speeds.
NF-4	Platform compatibility	The implemented solution is compatible with the existing hardware, operating systems, and browser capabilities with the ability to extend to a cloud-based platform.
NF-5	Response time	The implemented solution's response time to a request for a service is quick (not more than 5 seconds) during normal system operations.

2.2.4 NON-FUNCTIONAL REQUIREMENTS

Transition Requirements

The following transition requirements are listed below to ensure there is a common understanding by all stakeholders of the scope regarding implementation of the AM Tool:

Transition Requirements		
Req. No	Requirement	Description
TR-1	Business Continuity	<ul style="list-style-type: none"> Ensure that the Disaster Recovery (DR) site is fully installed, tested, upgraded and functional after implementation of the enhancements to the application (if required)

TR-2	Infrastructure	<ul style="list-style-type: none"> • Server and network capabilities and requirements must be clearly aligned to support the enhancements to the Asset Management Tool • Storage and bandwidth requirements must be finalised to support the enhancements to the Asset Management Tool • The enhancements to the Asset Management Tool must be capable of working on all devices, including mobile devices and on all known internet browsers.
TR-3	Policies, Procedures and Forms	<ul style="list-style-type: none"> • Policy management and administration processes and procedures must be well defined, documented and published for the enhancements to the Asset Management Tool.
TR-4	Production Cutover	<ul style="list-style-type: none"> • Appropriate user and Helpdesk support is going to be required • Operational and application support is going to be required once the solution has been developed and implemented.
TR-5	Training and Support	<ul style="list-style-type: none"> • Introductory training on new or additional functionality to be provided to each user based on role access. • Pre- and post-implementation support to be provided to all users to ensure a smooth transition from implementation to operations.
TR-6	User Access and Security	<ul style="list-style-type: none"> • Ability to set user access and security privileges per user type • Ability to manage user profiles per user, per group • Authorisations - User roles and access must be defined.

TR-7	User Preparation	<ul style="list-style-type: none"> • Ensure the appropriate skills are enhanced through training of users and a Super User and System Administrator training program.
TR-8	Data Migration	<ul style="list-style-type: none"> • Ensure historical data is fully migrated to the new system.

2.2.5 Security Requirements

The following security requirements are listed below to ensure there is a common understanding by all stakeholders of the scope regarding implementation of the AM Tool:

Security Requirements		
Req . No	Requirement	Description
SC-1	Authentication	<ul style="list-style-type: none"> • The substantiation of the identity of a person or entity related to the enterprise or system
SC-2	Authentication and Authorisation	<ul style="list-style-type: none"> • Enforcement of permitted capabilities for a person or entity whose identity has been established • Single sign-on must be supported
SC03	Audit	<ul style="list-style-type: none"> • The ability to provide logs attesting that the systems have been used in accordance with security policies to maintain its integrity • The ability to integrate logs with SIEM technology
SC-4	Information Asset Protection	<ul style="list-style-type: none"> • The protection of information assets from loss or unintended disclosure, and resources from unauthorised and unintended use

SC-5	Session Management	<ul style="list-style-type: none"> • Ensures that Sessions are unique to each individual and cannot be guessed or shared. • Sessions are invalidated when no longer required and timed out during periods of inactivity
SC-6	Secured Communications	<ul style="list-style-type: none"> • Ensures that Transport Layer Security (TLS) and Secure Sockets Layer (SSL) is used where sensitive data is transmitted • The AM Tool must support the latest TLS encryption protocol, cipher strength above 3DES, and SHA256 or above hashing algorithm.

2.2.6. Informational Requirements

The following informational requirements are listed below to ensure there is a common understanding by all stakeholders of the scope regarding implementation of the AM Tool:

Informational Requirements		
Req . No	Requirement	Description
INF-1	Reporting	<ul style="list-style-type: none"> • Automated reports – auto generated reports in instances where exceptions or critical actions occur • System should provide for standard reports • Ability to configure own reports to produce custom reports
INF-2	Alerts	<ul style="list-style-type: none"> • Track Hardware – Alerts for missing devices when they connect to the internet • Monitor Software – report and alert on software configuration changes or policy non-compliance • Monitor Software – provide ability to flag missing devices and be alerted when they connect to the internet
INF-3	Notifications	<ul style="list-style-type: none"> • Track Assets – Keep track of IT contracts and get notified about their expiry in advance
INF-4	Dashboards	<ul style="list-style-type: none"> • Ability to create customised dashboards based on different requirements

2.2.7. User Test Scenarios

The following test scenarios for the user acceptance are explicitly listed below to ensure there is a common understanding by all stakeholders of the scope regarding implementation of the AM Tool. Please note that this is not an exhaustive list and additional test scenarios may be identified during the course of the project, to be included in the User Acceptance Test plan.

UAT No	Test scenario	Description
UA-1	Capture new asset	Create new asset and save it
UA-2	Retire asset	Retire an existing asset and save it
UA-3	Event History	Make a change to a specific asset and save it.
UA-4	Changes to status and location and allow to leave	Change the status and location and to leave premises of a assets
UA-5	Asset tracking	Scan newly created asset in asset tracking page to bring up its details
UA-6	Uploading of assets	Create bulk upload of assets from a spreadsheet
UA-7	Merging with another asset	Merging 2 assets
UA-8	Password complexity	Change password to a password that does not comply with JDA password standards:
UA-9	Compulsory fields	Capture new asset and do not complete all compulsory fields
UA-10	Different user profiles	Log in as normal user and try to change one of the fields that are not allowed to be changed after it has been saved
UA-11	Upload documents	Upload document and save it
UA-12	Email Notification	Email to go out to users when assets are assigned or returned and a copy to asset team
UA-13	System time-out	Log in and let system idle for long time
UA-14	Automatically scan the network environment to	The system is connected to the network and asset scanning is enabled
UA-15	Scanning	Scan with different devices and pull up the correct information
UA-16	Email Alerts	Email to go out to alerts users of identified incidents

2.3 Project Duration

The duration of the contract will be thirty-six (36) months commencing on the date of signing, subject to performance reviews and SLA compliance.

2.4 Proposed Implementation Approach

The bidder must provide a Project Implementation Approach and Project Plan including, but not limited to the following:

- How implementation will be done (including documented project plan and process)
- How data will be imported
- Change Management Approach and Training Plan
- Hosting Options (including details on whether the solution will be hosted by the service provider or on JDA cloud) and Legislative Considerations.

2.5 Support Strategy

Bidder to describe how the **support** will be done.

The service provider must provide a detailed Support Strategy to support the JDA, including the proposed methodology and approach whether remote, on premise, after hours, holiday support, access to systems, and escalation procedures.

2.6 Training and Knowledge Transfer Strategy

The service provider will be expected to propose a training and knowledge transfer strategy (for supporting the environment to the JDA). As part of the response, the service provider must describe and discuss in detail the approach to be used for training and knowledge transfer to JDA ICT Specialists as well as train the users.

2.7 Value Add

Share any other information on additional value-add that your company will be able to provide to the JDA should you be the successful bidder.

2.8 Additional Requirements

2.8.1 Corporate Identity

Capability to customize the system to include the Corporate Identity.

2.8.2 Offline Access

Synchronised capabilities to work offline.

2.8.3 Data Migration

Ability to migrate from existing systems/sources to current.

2.8.4 Data Cleansing proposals

Allow for the capability to facilitate cleansing of data, if applicable.

2.8.5 Training and Handholding

A minimum of a month's handholding and training post implementation, depending on system complexity.

3. INFORMATION SUPPLIED BY THE DBSA

Access to JDA staff required for assistance:

Technology Owner – Management and Technical Direction

Helpdesk – To assist with all JDA technical issues raised on the project.

Enterprise Architect – Provide guidance on JDA's Enterprise Architecture requirements, standards, deliverables, artefacts, methodology, framework and governance.

Project Manager – To manage the implementation.

Subject Matter Experts – As required.

4. PROJECT MANAGEMENT AND REPORTING ARRANGEMENTS

The JDA requires regular updates on progress and key issues identified should be reported immediately to ensure timeous completion of the project, in accordance to the high level project plan as provided by the service provider.

The JDA project methodologies include PMBOK and Agile.

Weekly progress updates must be submitted to the key stakeholders.

Monthly progress meetings must be held and reports must be submitted to all the key stakeholders.

5. SPECIAL CONDITIONS

Any other matters that could be beneficial to the JDA relating to the issues raised will be welcomed, such as innovation.

6. PREPARATION OF PROPOSAL

Each respondent is required to submit a proposal containing the following information: Proposal to address the scope and requirements detailed in the Terms of Reference (TOR).

Confirmation of the output that will be delivered by the service provider, based on the scope of the work and requirements above.

This section gives guidance on how the bidders should submit their pricing. The main components should cover the overall cost of the project implementation.

7. Project Management and Coordination

Upon being awarded a project, bidders are required to be responsible for project management and co-ordination 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
- 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.

8. 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

9. COMPETENCE REQUIREMENTS

The bidder must demonstrate:

- Proven experience in public sector asset management.
- Experience with municipal environments and compliance frameworks.
- Registered professional valuers (if valuation services are included).
- Technical expertise in:
 - Asset management systems.
 - Financial reporting (GRAP).

10. APPOINTMENT

The JDA is requesting proposals from experienced companies and joint ventures to render asset management services for the JDA.

The professional services required are outlined below. This is followed by **item 4.1 which applicants are required to take careful note of.**

10.1 Notes

10.1.1 Appointments for the consecutive years will be dependent on satisfactory performance and budget availability.

10.1.2 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.

10.1.3 Tenderers are required to take cognisance of the role of the other professionals and work coherently with them where required.

10.1.4 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.

10.1.5 Successful tenderers will be required to sign the JDA's Standard Agreement and appendices which are attached as Annexure I for information purposes.

10.1.6 Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, COJ, and stakeholders; (b) design, progress / site meetings and inspections; and (c) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.

10.1.7 Tenderers must also note that revisions to reports and / or designs may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal.

11. PRICING

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

No.	Description	Price per Item	QTY	Amount Vat Exclusive
1	Implementation	R	1	R
2	Supply and delivery of multi-functional scanners	R	4	R
3	Supply and delivery of asset management software compatible with SAGE and with 4 Licenses.	R	4	R
4	Supply of tags (as and when required) rate only.	R	50000	R
5	Any associated Expert advise as and when required	R	36 months	R
6	System support and training.	R	10	R
7	Hosting	R	36 months	R
8	Data cleaning	R	1	R
Total to be carried to the offer page (excluding VAT)				R
15% VAT				R
Total to be carried to the offer page (including VAT)				R

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

12. PROPOSAL CONTENT

The bidder's submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must clearly indicate the **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 :

12.1 THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.

12.2 Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 4 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.

12.3 A valid BBBEE status level verification certificate substantiating the bidding entities 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. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

An EME must submit a sworn affidavit confirming the following :

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

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

12.4 Company registration documents and a copy of a valid tax 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.

12.5 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R2m is required for this project.

12.6 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.

12.7 Audited financial statements for the past three years.

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

12.9 The forms A to G annexed, must be scrutinized, completed in full and signed.

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

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

- A detailed CV's for each resource indicated
CV's must note the resources' specific relevant project experience [ie. **project description, role played and responsibilities, project value, start and end dates**]. relevant qualifications and attach certified proof hereof
- individual memberships to the stipulated professional associations and attach proof hereof will be an added advantage.
- Certified academic qualifications not older than 3 months.

ONLY list a **maximum of 5 projects** completed by the bidding entity in the past 5 years (2021 to 2025) of a similar nature and scale to this project

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 for asset management tool projects*), a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. Asset Management*), the value of the project), the date when the project was completed (*must be between 2021 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 :

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

Tenderers are to submit 2 copies of their proposal (**1 original plus 1 electronic 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 6.3 TO 6.11 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**

- Please 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.

13. ASSESSMENT CRITERIA

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

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

13.1 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 fail to price as required i.e. as stipulated in item 4 herein;
- Bidders who did not comply with any other requirement as set out in the tender specifications;
- Bidders who failed to submit proof that they are owners of the tool/an accredited partner of the asst management tool;
- 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.

13.2 Technical

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation in order to be considered further in the evaluation process.

(i) KEY RETURNABLE DOCUMENTS	Total Points	Criteria	Description of Criteria	Points
A	0	Original or Certified Copy of BBBEE Certificate	Points will only be allocated for key returnable documents submitted	N/A
		Company registration documents		N/A
		Current municipal account		N/A
		Forms A - G completed in full and signed		N/A

Total points 220, Minimum points required 132 which is 60%.

(ii) Capabilities	Total Points	Criteria	Description of criteria	Points
Accounts Manager				
B 1 Capability Of the Proposed key personnel	20	Proposed key personnel must have a minimum of 7 years' experience, in similar environment	CVs of key proposed personnel must clearly show experience on similar works supported by relevant qualifications (certified and not older than 3 months)	20
		7+ years		10
		4 –6 years		5
Technical Specialist				
B 2 Capability Of the Proposed key personnel	20	Proposed key personnel must have a minimum of 7 years' experience, in similar environment	CVs of key proposed personnel must clearly show experience on similar works supported by relevant qualifications (certified and not older than 3 months)	20
		7+ years		10
		4 –6 years		5
(iii) Company experience				
C 1 Company experience and a track record in similar works that were completed within the last 5 years	50	Five or more projects completed	Points will only be allocated for experience in related projects and must talk to Annexure G . Project information contained elsewhere in the tender submission will not be considered.	50
		Three to four projects completed		30
		One to two projects completed		10

(iv) Contactable Reference Letters	Total Points	Criteria	Description of criteria	Points
C2 Contactable references (on client letter head) showcasing experience on similar works as indicated in item (iii) above that were completed within the last 5 years. Reference letter must show company contact name, email and number	50	Five or more satisfactory references	Points will only be allocated for references on projects as listed in C1 (Annexure D) References must be on the client's letterhead or on a document stamped and or signed by the client and must confirm the project description, project value; project duration in order to obtain the points. If any of the required information does not appear in the reference, zero points will be awarded.	50
		Three to Four satisfactory references		30
		One to Two satisfactory references		10
(v) Implementation Approach	Total Points	Criteria	Description of criteria	Points
D The bidder must provide a customised and detailed project implementation approach and plan including the items on Criteria column.	20	How Implementation will be done	Points will only be allocated for each satisfactory and factual orderly step on information provided about the projects based on the scope. 1) Poor (0 points maximum) Insufficient submission or	20/15/1 0/0
		Data Import Strategy		20/15/1 0/0
		Change Management and Training Strategy		20/15/1 0/0

<p>The service provider will be expected to propose a training and knowledge transfer Strategy and change Management plan (for supporting the environment to the JDA). As part of the response, the service provider must describe and discuss in detail the approach to be used for training and knowledge transfer to the JDA's ICT team as well as train the JDA's Asset Management team.</p>		<p>Hosting Options and Legislative Considerations</p>	<p>irrelevant submission or no submission. 2) Average (10 points maximum) Support Strategy information provided. Support only provided remotely. 3) Good (15 points maximum) Support Strategy information provided. Support provided remotely and on premise but no holiday and after hour support. 4) Excellent (20 points maximum) Detailed implementation plan Data Import Strategy and Training Strategy.</p>	<p>20/15/10/0</p>
<p>(vi) Support Strategy Methodology and Approach</p>	<p>Total Points</p>	<p>Criteria</p>	<p>Description of criteria</p>	<p>Points</p>
<p>E The service provider must provide a detailed Support Strategy to support the JDA, including the proposed methodology whether remote, on premise, after hours, Holiday support, access to systems, and escalation procedures.</p>	<p>20</p>	<p>Excellent- Detailed implementation plan Data Import Strategy and Training Strategy. Good- Support Strategy information provided. Support provided remotely and on premise but no holiday and after hour support. Average- Support Strategy information provided.</p>	<p>Points will only be allocated for each satisfactory and factual orderly step on information provided about the projects based on the scope.</p>	<p>20 15 10</p>

		Support only provided remotely.		
		Poor- Insufficient submission or irrelevant submission or no submission.		0
(vii) Testing Strategy	Total Points	Criteria	Description of criteria	Points
F	20	Excellent – Super Detailed testing strategy provided (includes but not limited to: testing approach, test plan and user acceptance testing)	Points will only be allocated for each satisfactory and factual orderly step on information provided about the projects based on the scope.	20
The service provider must describe the overall approach to testing and how users will confirm if the solution is ready for operational use.		Good- Detailed testing strategy provided (includes but not limited to: testing approach, test plan and user acceptance testing)		15
		Average - High-level testing strategy provided (includes but not limited to: testing approach, test plan and user acceptance testing)		10
		Poor - No information provided = 0 points		0
(vii) Training and Knowledge Strategy	Total Points	Criteria	Description of criteria	Points
G	20	Excellent – Provide both knowledge transfer and training plus additional value add.	Points will only be allocated for each satisfactory and factual orderly step on	20

<p>The service provider will be expected to propose a training and knowledge transfer strategy (for supporting the environment to the JDA). As part of the response, the service provider must describe and discuss in detail the approach to be used for training and knowledge transfer to JDA's ICT Team as well as Asset Management team.</p>	<p>Good- Able to provide both knowledge transfer and training.</p>	<p>information provided about the projects based on the scope.</p>	15
	<p>Average - Only able to provide training.</p>		10
	<p>Poor - No mechanism in place for managing knowledge transfer or training or irrelevant submission.</p>		0

13.3 Price and Empowerment

Having completed compliance checks, the procedure for the evaluation of compliant tenders is Method 2 (Price and Preferences).

The Preference Point System assigns a score to each tenderer based on the tender price and on the specific goals as stated in the tender document. These scores are combined to determine an overall score for the tender. The tenderer with the highest score will be considered for acceptance.

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

FORMULA FOR SCORING TENDER PRICE

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

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

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{min} = Comparative price of lowest acceptable tender

X = Points assigned to price

POINTS AWARDED FOR SPECIFIC GOALS

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

The following table is applicable in terms of specific goals.

	POINTS
PRICE	80
SPECIFIC GOALS	20
TARGETED GROUP	
Business owned by 51% or more - Black People	5
Business owned by 51% or more — Women	5
Enterprises located within the City of Johannesburg Metropolitan Municipality	10
Total points for Price and SPECIFIC GOALS	100

13.4 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:

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

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

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

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above. In other words, whether it falls within the ambit of the Risk Tolerance Framework as acceptable.

JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

14. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“RFP - PROVISION OF ASSET MANAGEMENT HARDWARE, SOFTWARE AND SUPPORT FOR THE JDA FOR A PERIOD OF 36 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 (Formerly President Street), Newtown** only between the hours of 08H00 and 12H00.

The Tender closes at 12h00 on 20 May 2026.

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

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

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

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:

Xolela Msweli

E-mail: XMsweli@jda.org.za

ANNEXURE A : BUSINESS DECLARATION

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Contact Person :

Postal Address :

.....

Physical Address :

.....

Telephone Number :

Fax Number :

Cell Number :

E-mail Address :

Company/enterprise Income

Tax Reference Number :

(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

VAT Registration Number :

Company Registration Number :

1. Type of firm

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

(Tick one box)

2. Principal business activities

.....
.....
.....

3. Total number of years company has been in business:

4. Detail all trade associations/professional bodies in which you have membership

.....
.....
.....

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name?

6. How many permanent staff members are employed by the firm:

Full Time :

Part Time :

7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:

Full Time :

Part Time :

9. What is the enterprise's annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2021 to 30 June 2025 (excl. VAT):

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. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Position occupied in the company (director, trustees, shareholder**)

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state* **YES / NO**

If yes, furnish particulars

.....
.....

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

If yes, furnish particulars

.....
.....

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....
.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....
.....

3.13 Are any spouse, child or parent of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? **YES / NO**

If yes, furnish particulars

.....
.....

4. Full details of directors / trustees / members / shareholders.

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

* MSCM Regulations: "in the service of the state" means to be –
 (a) a member of –
 (i) any municipal council;
 (ii) any provincial legislature; or
 (iii) the national Assembly or the national Council of provinces;
 (b) a member of the board of directors of any municipal entity;
 (c) an official of any municipality or municipal entity;
 (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 (e) a member of the accounting authority of any national or provincial public entity; or
 (f) an employee of Parliament or a provincial legislature.
 ** "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

ANNEXURE C : DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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)

EMPLOYER	CONSULTING ENGINEER	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
cont.**

EMPLOYER	CONSULTING ENGINEER	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

ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

for
RFP - PROVISION OF ASSET MANAGEMENT HARDWARE, SOFTWARE AND SUPPORT FOR THE JDA FOR A PERIOD OF 36 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.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);

-
- (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE F : DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:

Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

- i. Name of bidder:
- ii. Registration Number:
- iii. Municipality where business is situated:
- iv. Municipal account number for rates:
- v. Municipal account number for water and electricity:
- vi. Names of all directors, their ID numbers and municipal account number.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.

C Documents to be attached

- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
- ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
- iii. Proof of directors

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

.....
.....

Signature:.....

Date:.....

ANNEXURE G: 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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