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## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR ARCHIVING AND RECORDS MANAGEMENT SERVICES**

**CLOSING DATE: 10 JUNE 2019**

**CLOSING TIME: 12H00**

**BID NUMBER: JDA/SCM/ARMS/ 2019**

**BID DESCRIPTION: ARCHIVING AND RECORDS MANAGEMNT**

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

Offices of the Johannesburg Development Agency, 3 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)**

<sup>1</sup>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:** Ms Claudia Mahlaule  
**Tel:** 011 688 7851  
**Fax:** 011 688 7899  
**E-mail:** [cmahlaule@jda.org.za](mailto:cmahlaule@jda.org.za)

**ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Department:** Procurement  
**Contact Person:** Mike Mabunda  
**Tel:** 011 688 7851  
**Fax:** 011 688 7899  
**E-mail:** [mmabunda@jda.org.za](mailto:mmabunda@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

NAME OF BIDDER : .....

POSTAL ADDRESS : .....

.....

STREET ADDRESS: .....

.....

TELEPHONE NUMBER : CODE.....NUMBER.....

CELLPHONE NUMBER : .....

FACSIMILE NUMBER: CODE .....NUMBER.....

VAT REGISTRATION NUMBER: .....

**TOTAL BID PRICE** ..... (excluding Value Added Tax)

TOTAL BID PRICE in words.....

.....

(excluding Value Added Tax)

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

SIGNATURE OF BIDDER: .....

DATE : .....

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

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**REQUEST FOR PROPOSAL FOR :**

**1. ARCHIVING AND RECORD MANAGEMENT SERVICES**

Contract Number : JDA/SCM/ARMS/ 2019

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## **Tender Notice and Invitation to Tender**

### **Archiving and Records Management Services : JDA/SCM/ARMS/2019**

#### **Archiving and Records Management Services for 2019/2020, 2020/2021 and to 2021/2022**

The JDA is requesting for proposals from experienced companies, service providers, joint ventures who can provide Archiving and Records Management Services to the JDA over a period of three (3) financial years 2019/2020, 2020/2021 and to 2021/2022

Documents may be downloaded from the JDA's website as follows: [www.jda.org.za](http://www.jda.org.za) as well as on [www.etenders.gov.za](http://www.etenders.gov.za) from 10 May 2019. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

Queries relating to the issue of these documents and procurement related issued may be addressed to Claudia Mahlaule at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: [cmahlaule@jda.org.za](mailto:cmahlaule@jda.org.za) or to Mike Mabunda at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: [mmabunda@jda.org.za](mailto:mmabunda@jda.org.za)

**A compulsory Clarification Meeting with representatives of the Employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown on Friday 17 May 2019 at 12:00 pm to 13:00 pm**

**The closing time for receipt of tenders is 12:00pm on Monday 10 June 2019. 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**

The JDA is requesting for proposals from media placement service providers.

Applicants from experienced companies and joint ventures are hereby invited to submit proposals for record management and archiving services for a period of three (3) financial years 2019/2020, 2020/2021 and 2021/2022.

The Johannesburg Development Agency (JDA) is wholly owned entity by the City of Johannesburg responsible for the regeneration of areas in decay. It does this through the implementation of capital projects which are delivered through a series of professional, engineering, consulting, project management services and contractors. The JDA Supply Chain Management policy requires that safe keeping of contracts must be efficient and effective, which entails contract and record management.

Proposals for this contract are invited by public tender.

All queries in connection with this document are to be submitted in writing to:

Claudia Mahlaule or Mike Mabunda

E-mail : [cmahlaule@jda.org.za](mailto:cmahlaule@jda.org.za) or [mmabunda@jda.org.za](mailto:mmabunda@jda.org.za)

## 2. **SCOPE OF SERVICES**

**The service provider will be expected to perform the following:**

### 2.1 **Record Management**

- 2.1.1 The Record Management process entails archiving of contract documents, indexing of records, storage of records and retrieval thereof from time to time.
- 2.1.2 The service provider must ensure accurate and authentic record keeping which will ensure that an adequate audit trail is provided.
- 2.1.3 All documents must contain a complete and accurate record of all internal and external documentation so that the retrieval transactions are apparent.
- 2.1.4 Accurate record keeping of contractual matters provides.
  - Value for money, by ensuring that all records are captured accurately and cost effectively
  - Evidence of all records kept internally and externally
- 2.1.5 The information provided by the JDA will remain confidential and restricted to the JDA.
- 2.1.6 All information stored will remain the property of JDA until destroyed by the JDA.
- 2.1.7 The JDA is obliged from time to time to nominate in writing the names of persons who will be the JDA's duly authorized representatives for the purposes of representing the JDA in relation to the services.
- 2.1.8 The service provider shall make available monthly reports and provide the JDA with same upon request.

### 2.2 **Retrieval of documents**

- 2.2.1 Documents shall be retrieved by way of hand delivery of the requested Records to the JDA Premises.

- 2.2.2 Documents may be scanned and e-mail of such record to the JDA, as well as by hand delivery upon request.
- 2.2.3 The internet enabled retrieval of the electronic record from the hosted repository.
- 2.2.4 The transmission of a copy of the record to the client by fax transmission.
- 2.2.5 The JDA shall ensure that the retrieval instructions are given by its duly authorized representative/s.
- 2.2.6 The service provider may propose a filing method to suite the JDA's filing system
- 2.2.7 Proposals should be in line with all the regulations governing Records Management and Archiving Systems.
- 2.2.8 The service provider must include an estimated turnaround time for a normal request from request to delivery, for normal and urgent case.

### 2.3 Archiving System

- 2.3.1 The service provider shall destroy any records, **but not all** that have been stored for 5 years or more on behalf of the JDA upon a formal written instruction being provided by a designated representative from the JDA.
- 2.3.2 The JDA shall have unlimited access to information archived off-site.
- 2.3.3 The service provider shall assist the JDA in ensuring that its filing system complies with all the relevant regulations in terms of Archiving.

All relocation of files from one area to the next must obtain authorisation from JDA.

## 3. APPOINTMENT

- 3.1 The JDA is requesting proposals from experienced companies to provide record management and archiving services to the JDA. The appointment will be over three (3) financial years 2019/2020, 2020/2021 and 2021/2022.  
The services required are outlined in item 2 above. This is followed by item 3.2 below which applicants are required to take note of.

### 3.2 Notes

- 3.2.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 3.2.2 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.
- 3.2.3 Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices.
- 3.2.4 The appointment will be over three (3) financial years 2019/2020, 2020/2021 and 2021/2022.
- 3.2.5 However, the JDA will reserve the right at its sole discretion to terminate the appointment with a reasonable notification period or to extend the appointment for a further period that may be required depending on operational imperatives.

**4. PRICING**

The bidder must submit rates as per the costing tables 1 to 6 below. **NOTE the total rates from table 6 must be carried to the offer page.**

**Table 1**

| <b>Take on Service fees</b>          |   | <b>2019/2020 rates for 12 months (excl. VAT)</b> | <b>2020/2021 rates for 12 months (excl. VAT)</b> | <b>2021/2022 rates for 12 months (excl. VAT)</b> |
|--------------------------------------|---|--|--|--|
| Standard Box packaging fee (Per Box) | Fee per box<br>R _____<br><br>20 boxes x12months<br><br>R _____           | R  | R  | R  |
| Packaging team fee (Per hour)        | Fee per hour<br>R _____<br><br>Maximum 3hours x12months<br><br>R _____    | R  | R  | R  |
| Data entry fee (per box)             | Fee per box<br>R _____<br><br>Maximum 10 boxes x 12 months<br><br>R _____ | R  | R  | R  |
| Data entry fee (per files in box)    | Fee per file<br>R _____<br><br>Maximum 6 files per box<br><br>R _____     | R  | R  | R  |
| <b>Total</b>                         |   | R  | R  | R  |
|                                      | <b>Total for 2019/2020, 2020/2021 and 2021/2022 rates per annum</b>       |  | R  |  |



**Table 2**

| Storage Fees  | 2019/2020 rates rates for 12 months (excl. VAT)  | 2020/2021 rates rates for 12 months (excl. VAT) | 2021/2022 rates rates for 12 months (excl. VAT) |
|---|--|---|---|
| Standard Storage Box (per box)                                | Storage of box per box/ per month<br>R _____<br><br>Storage of box per box/ per month x 12<br><br>R _____      | R   | R   |
| Monthly Storage fee (total of 1500 Standard Boxes))           | Monthly storage fee x 1500 boxes<br>R _____<br><br>Monthly storage fee x 1500 boxes x 12 months<br><br>R _____ | R   | R   |
| Monthly storage fee total of 50 Drawing storage Tubes AO size | Storage fee per tube/ per month<br>R _____<br><br>Storage fee x 50 tubes / per month x 12 month<br><br>R _____ | R   | R   |
| <b>Total</b>  |  | R   | R   |
| <b>Total for 2019/2020, 2020/2021 and 2021/2022</b>           |  | R   |   |

**Table 3**

| <b>Collection Fees</b>   | <b>2019/2020 rates (excl. VAT)</b> | <b>2020/2021 rates (excl. VAT)</b> | <b>2021/2022 rates (excl. VAT)</b> |
|--|------------------------------------|------------------------------------|------------------------------------|
| Minimum collection fee (less than 10 Boxes) (Standard Storage Box) | R _____                            |                                    |                                    |
| Minimum collection fee (more than 10 Boxes) (Standard Storage Box) | R _____                            | R                                  | R                                  |
| <b>Total</b>   |                                    | R                                  | R                                  |
| <b>Total for 2019/2020, 2020/2021 and 2021/2022</b>                |                                    | R                                  |                                    |

**Table 4**

| <b>Delivery Fees</b>   | <b>2019/2020 rates (excl. VAT)</b> | <b>2020/2021 rates (excl. VAT)</b> | <b>2021/2022 rates (excl. VAT)</b> |
|--|------------------------------------|------------------------------------|------------------------------------|
| Same day delivery (less than 10 Boxes) (Standard Storage Box ) | R _____                            | R                                  | R                                  |
| Same day delivery (per box) (Standard Storage Box)             | R _____                            | R                                  | R                                  |
| Next day delivery (less than 10 Boxes) (Standard Storage Box ) | R _____                            | R                                  | R                                  |
| Next day delivery (per box) (Standard Storage Box)             | R _____                            | R                                  | R                                  |
| <b>Total</b>   |                                    | R                                  | R                                  |
| <b>Total for 2019/2020, 2020/2021 and 2021/2022</b>            |                                    | R                                  |                                    |

**Table 5**

| <b>Products rates</b>                               | <b>2019/2020 rates (excl. VAT)</b> | <b>2020/2021 rates (excl. VAT)</b> | <b>2021/2022 rates (excl. VAT)</b> |
|---|------------------------------------|------------------------------------|------------------------------------|
| Standard Box Base (Per Box)                         | Rate per box<br>R _____            |                                    |                                    |
| Standard Box Lid (Per Lid)                          | R _____                            | R                                  | R                                  |
| <b>Total</b>  |                                    | R                                  | R                                  |
| <b>Total for 2019/2020, 2020/2021 and 2021/2022</b> |                                    | R                                  |                                    |

**Table 6**

| <b>Item</b>  | <b>Total rates per table (excl. VAT)</b> |
|--------------|--|
| Table 1      | R  |
| Table 2      | R  |
| Table 3      | R  |
| Table 4      | R  |
| Table 5      | R  |
| <b>Total</b> | R  |

Tenderers are to replicate the above tables and submit as part of their detailed fee proposal. **The total rates from TABLE 6 ABOVE must be carried to the “Offer” page. Failure to price as indicated above will result in a non-responsive tender and the tender will be disqualified.**

**TENDERERS ARE TO REPLICATE THE ABOVE TABLE AND SUBMIT AS PART OF THEIR DETAILED FEE PROPOSAL. THE TOTAL RATES MUST BE CARRIED TO THE “OFFER” PAGE.**

#### 4.6 Notes

4.6.1 **Tenderers must ensure that the final TOTAL FEE is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount. Failing to price as required will result in the tender being disqualified.**

- 4.6.2 All values are subject to change (increase or decrease) depending on the requirements of the project. However the fee calculation submitted by the tenderers on tendering will determine the fee due. **The calculation method** including the version of the fee scales applied at the time of tendering, as well as any percentage discounts are to remain fixed irrespective of an increase or decrease in construction value.
- 4.6.3 Fees **must** include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic/electronic and facsimile communications, courier, local travel and accommodation, etc.
- 4.6.7 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement, Appendix 4 which is included under Annexure J for information purposes.

## 5. PROPOSAL CONTENT

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

The following minimum documentation and information must be provided.

- 5.1 **Tenderers are required to submit a detailed fee proposals based on the requirements set out in item 4.1 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.**
- 5.2 valid certified BBEE status level verification certificate, substantiating the bidding entities BBEE 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. **THE COPY MUST BEAR AN ORIGINAL CERTIFICATION STAMP. FAILURE TO SUBMIT AS REQUIRED WILL RESULT IN THE BIDDER SCORING ZER(0) POINTS FOR BBEE.**
- 5.3 A copy of the bidding entity's latest municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity.
- 5.4 Audited financial statements for the past three years.
- 5.5 Corporate brochure, if any. Alternatively a summary of the entity's background.
- 5.6 Details of Director's/Partner's/Members and Shareholders.
- 5.7 Certificates of membership of industry bodies. If applicable.
- 5.8 A schedule of completed contracts of a similar nature. Details to be provided in the schedule must include:
- Description of the project
  - Name of Employer/Client and representative with contact details
  - Cost of the works
  - Date of completion

- 5.9 A schedule of current contracts of a similar nature with details as enumerated in 5.8 above.
- 5.10 A schedule of contracts awarded by an organ of state during the past five (5) years with details as enumerated in 5.8 above.
- 5.11 A detailed project organogram identifying the entity's staff resources to be employed on the project/s The curricula vitae of the proposed personnel is to accompany the organogram.
- 5.12 Company registration documents.
- 5.13 The forms A to E annexed, must be scrutinized and completed in full.
- 5.14 Tenderers are to submit 2 copies of their proposal/s (1 original plus 1 copies)

#### **Notes in respect of Consortiums and Joint Ventures**

- Each party to a Consortium and Joint Venture is to submit the requisite document and/or information requested in items 5.2, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10, 5.11, 5.12 and 6.13
- An Agreement or Heads of Terms recording the arrangement between the parties to the Consortium/Joint Venture is to be submitted with the proposal.
- The lead consultant must be identified in the proposal.
- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

**FAILURE TO COMPLY WITH THE REQUIREMENTS LISTED IN ITEM 5 ABOVE WILL RESULT IN TENDERERS BEING NEGATIVELY SCORED FOR RESPONSIVENESS OR DISQUALIFIED FOR NON-COMPLIANCE.**

## **6. ASSESSMENT CRITERIA**

**Submissions will be evaluated on the following criteria :**

- **Compliance**
- **Technical**
- **Price / BBEE**
- **Risk Tolerance**

The Preference Point System will be applied as follows:

- 80 points are assigned to price
  - Up to 20 points are assigned to B-BBEE status
- Points scored will be rounded off to the nearest 2 decimal places

|   | <b>Total Points</b> | <b>Criteria</b>   | <b>Description of Criteria</b>                                       | <b>Points</b> |
|---|---------------------|---|--|---------------|
| <b>A</b><br><b>Key Returnable Documents</b> | <b>10</b>           | Company registration documents                              | Points will only be allocated for key returnable documents submitted | N/A           |
|   |                     | Current municipal account                                   |  | N/A           |
|   |                     | 3 Years of audited financial statements                     |  | N/A           |
|   |                     | Certified copies of directors / partners identity documents |  | N/A           |
|   |                     | Forms A to F completed in full and signed                   |  | 10            |

|  | Total Points  | Criteria                              | Description of Criteria  | Points |
|--|---|---------------------------------------|--|--------|
| <p><b>A1 Company experience per Item 5.8 :</b></p> <p>Experience on similar archiving and records management services.</p> | <p><b>75</b></p> <p>A total of 75 points is achievable for Company experience in similar completed projects under section</p>   | Five or more projects completed       | <p>Points will only be allocated for archiving and records management services as listed in the schedule requested in item 5.8</p> <p>Project information contained elsewhere in the tender submission will <b>not</b> be considered.</p>  | 75     |
|  |   | Three to four projects completed      |  | 50     |
|  |   | One to two projects completed         |  | 15     |
| <p>Contactable references for archiving and records management services</p>  | <p><b>50</b></p> <p>A total of 50 points is achievable for Contactable references on archiving and records management services as per projects listed in <b>5.8</b></p> | Five or more satisfactory references  | <p>Points will only be allocated for references on similar archiving and records management services in <b>Item 5.8</b></p> <p>References <b>must</b> be on the client's letterhead or on a document stamped by the client and <b>must</b> confirm the project description, services rendered, values and contact details in order to obtain the points.</p> <p><b>If any of the required information does not appear in the reference, zero points will be awarded.</b></p> | 50     |
|  |   | Three to four satisfactory references |  | 30     |
|  |   | One to two satisfactory references    |  | 10     |

**Note regarding the submission of reference letters from JDA for JDA projects :**

Should completed JDA projects be listed, bidders are required to supply reference letters for those JDA listed projects. Points will be awarded if the projects meet the required criteria (Archiving and records management services) and were satisfactorily completed.

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 or the total value of contracts awarded to a single contractor/service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determine the risk exposure as excessive

in instances where the value of the contracts for individual **Professional Service providers e.g. Project manager, Engineers, Quantity Surveyor and Consultants**) is either:

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

and

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

- 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.

**Tenderers will be required to score a minimum of 81 (60%) out of 135 points in the technical evaluation in order to be considered further in the evaluation process.**

Unsuccessful bidders will have the opportunity to query the award within 14 days from notification of the outcome of the tender process.

## **6.2 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

## **6.3 Price and Empowerment**

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



The Preference Point System will be applied as follows:

- For tenders up to R50 million
  - 80 points are assigned to price
  - Up to 20 points are assigned to BBBEE status per the table under item 6.3.1
- Points scored will be rounded off to the nearest 2 decimal places

### 6.3.1 Points awarded for BBBEE status level

Points will be awarded for empowerment (BBBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The table overleaf is applicable in this regard:

| B-BBEE Status Level<br>Of Contributor | Number of Points         |
|---------------------------------------|--------------------------|
|                                       | Tenders above R1 million |
| 1                                     | 20                       |
| 2                                     | 18                       |
| 3                                     | 14                       |
| 4                                     | 12                       |
| 5                                     | 8                        |
| 6                                     | 6                        |
| 7                                     | 4                        |
| 8                                     | 2                        |
| <b>Non-Compliant contributor</b>      | <b>0</b>                 |

Notes:

- 6.3.1.1 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act ( Act No.53 of 2003).
- 6.3.1.2 Tenderers must submit their original and valid B-BBEE status level verification certificate substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**
- 6.3.1.3 An EME must submit a sworn affidavit confirming the following:
  - Annual Turnover Revenue of R10 million or less; and
  - Level of Black ownership
  - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 6.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and are in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 6.3.1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 6.3.1.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

- 6.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 6.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.
- 6.3.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 6.3.1.10 No tender will be awarded to a bidder who is not registered on CSD.

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

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

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

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

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

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

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

**“ARCHIVING AND RECORDS MANAGEMENT SERVICES : JDA/SCM/ARMS/ 2019”**

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 (Previously President Street), Newtown** only between the hours of 08H00 and 12H00.

**The Tender closes at 12h00 on Wednesday 10 June 2019.**

**The tender is valid for 90 days**

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.

Queries can be addressed in writing to:

Claudia Mahlaule or Mike Mabunda

E-mail : [cmahlaule@jda.org.za](mailto:cmahlaule@jda.org.za) or [mmabunda@jda.org.za](mailto:mmabunda@jda.org.za)

**To all our stakeholder**

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

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

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

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

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

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

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



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

**Form A: Business Declaration**

Tender/RFP Number : .....

Tender/RFP Description : .....

Name of Company : .....

Postal Address : .....

Physical Address : .....

Telephone : .....

Fax : .....

Contact Person : .....

Cell Phone Number : .....

E-Mail Address : .....

Company/enterprise Income

Tax Reference Number \*\* : .....

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

VAT Registration Number : .....

Company Registration Number: .....

1. Type of Firm

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

(Tick One Box)

2. Principal Business Activities

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

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

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

.....  
.....

5. Did the firm exist under a previous name?

Yes

No

(Tick one box)

If yes, what was its previous name?.....

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

Full Time: .....

Part Time: .....

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

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

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

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

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

SIGNATURE : .....

NAME IN FULL : .....

CAPACITY : .....

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

DATE : .....

BANK DETAILS

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

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

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

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

BANK: .....

BRANCH: .....

BRANCH CODE: .....

ACCOUNT NUMBER: .....

ACCOUNT HOLDER: .....

TYPE OF ACCOUNT: .....

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

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

**SIGNATURE** : .....

**NAME IN FULL** : .....

**CAPACITY** : .....

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

**DATE** : .....

**FORM B : DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state\*.
  
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
  
- 3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name: .....

3.2 Identity Number: .....

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

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

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

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may

be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract?

**YES / NO**

If yes, furnish particulars

.....  
.....

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

| FULL NAME | IDENTITY NUMBER | STATE EMPLOYEE NUMBER |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |



|  |  |  |
|--|--|--|
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**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME)**  
 .....

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

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

.....  
 Signature

.....  
 Position

.....  
 Name of Bidder

.....  
 Date

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



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

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

| Item  | Question   | Yes                             | No                             |
|-------|--|---------------------------------|--------------------------------|
| 4.1   | Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?<br><b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:  |                                 |                                |
| 4.2   | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:  |                                 |                                |
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:  |                                 |                                |
| Item  | Question   | Yes                             | No                             |

|       |  |                                 |                                |
|-------|--|---------------------------------|--------------------------------|
| 4.4   | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:  |                                 |                                |
| 4.5   | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                         | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.7.1 | If so, furnish particulars:  |                                 |                                |

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.**

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

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**POSITION**

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

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

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

JOHANNESBURG DEVELOPMENT AGENCY

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

- 1. I have read and I understand the contents of this Certificate;
- 2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
- 5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or

(f) bidding with the intention not to win the bid.

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



| <b>EMPLOYER</b> | <b>CONSULTING ENGINEER</b> | <b>NATURE OF WORK</b> | <b>VALUE OF WORK</b> | <b>YEAR OF COMPLETION</b> |
|-----------------|----------------------------|-----------------------|----------------------|---------------------------|
|                 |                            |                       |                      |                           |
|                 |                            |                       |                      |                           |
|                 |                            |                       |                      |                           |



**Form E (Continue)**

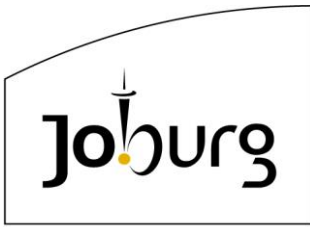
| EMPLOYER | CONSULTING ENGINEER | NATURE OF WORK | VALUE OF WORK | YEAR OF COMPLETION |
|----------|---------------------|----------------|---------------|--------------------|
|          |                     |                |               |                    |
|          |                     |                |               |                    |
|          |                     |                |               |                    |
|          |                     |                |               |                    |
|          |                     |                |               |                    |
|          |                     |                |               |                    |
|          |                     |                |               |                    |
|          |                     |                |               |                    |
|          |                     |                |               |                    |
|          |                     |                |               |                    |

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

.....  
**DATE**

**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



a world class African city



**ANNEXURE J : 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: .....**

.....

**10. Signature..... Date.....**