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## INVITATION TO BID

### REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS : CONSULTING SERVICES

ADVERT DATE: 25 February 2019

CLOSING DATE : 04 March 2019

CLOSING TIME : 12H00

BID NUMBER : Bophelong Clinics / Occupational Health and Safety Consultants

BID DESCRIPTION : Occupational Health and Safety services required for the Construction of Bophelong Clinic Project

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

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (formally 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 Kgadi Mphela  
Tel: 011 688 7851

Fax: 011 688 7899

E-mail: [kmphela@jda.org.za](mailto:kmphela@jda.org.za)

**ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:**

Department: Developments  
Contact Person: Moliane Carpede  
Tel: 011 688 7814

Fax: 011 688 7899

E-mail: [mcarpede@jda.org.za](mailto:mcarpede@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 .....

POSTAL ADDRESS .....

STREET ADDRESS .....

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

CELLPHONE NUMBER .....

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

VAT REGISTRATION NUMBER .....

COMPANY REGISTRATION NO .....

TAX PIN NUMBER .....

TOTAL BID PRICE ..... excluding Value Added Tax

TOTAL BID PRICE in words .....

.....

.....

..... excluding Value Added Tax

SIGNATURE OF BIDDER .....

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

DATE .....

**The following conditions will apply:**

- A copy of a valid Tax Clearance Certificate and Tax Compliance Letter must be submitted. Bidder's whose tax matters are not in order with the South African Receiver of Revenue will be disqualified.
  - An original and valid BBBEE status level verification certificate or a certified copy thereof must be submitted.
  - **An EME must submit a sworn affidavit confirming the following :**
    - Annual turnover revenue of R10 million or less; and
    - Level of black ownership
- Any misrepresentations in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended**
- A copy of the bidder's current municipal account in the name of the bidder or alternatively in the names of the directors / partners of the bidding entity must be submitted.
  - Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
  - Price(s) quoted must be firm and must be exclusive of VAT.
  - If the price quoted is above R 30 000 (inclusive of VAT), the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Framework Act (No. 5 of 2000).

**Failure to comply with these conditions may invalidate your offer.**

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS from Occupational Health and Safety Consultants to provide OHS services as required for the construction of the Bophelong Clinic project.**

**1. LOCATION**

The site is situated at:

1.1. Bophelong Clinic – 34755 Block 11, Doornkop, Soweto

GPS Coordinates: S 26°13'11.54"; E 27°49'05.92"



## 2. **PROJECT DESCRIPTION**

**The extent of the works will inter alia include:**

- Construction of a new clinic
- Building 18 new consulting rooms
- Emergency wing
- Waiting area,
- Acute wing
- Chronic wing
- New administration block and
- Parking area
- Guard House

## 3. **DURATION**

The commencement of the required OHS services will be from the date of appointment which will be stipulated on the appointment letter.

## 4. **DELIVERABLES**

Occupational Health and Safety Consultant (OHS)

The Occupational Health and Safety Consultant is required to be registered with an appropriate professional body (i.e. SACPCMP), and to have the relevant professional accreditation (i.e. registered as Pr. CHSA, skills, experience and capacity to deliver the scope of work within the required time frame.

The Occupational Health and Safety Consultant will be responsible for the development and monitoring of a comprehensive project specific health and safety plan. The consultant will also be required to assess and make recommendations on the designs produced by the Architects and Engineers. Refer to Annexure G, Occupational Health and Safety Consultant, for a detailed scope of services.

- Assessment and analysis of potential risks attached to the project, i.e. undertake the baseline risk assessment on behalf of the JDA (as the client) in terms of Construction Regulation 5(1)(a).
- Attend professional design team meeting to inform the professional team, and in specific, the Designer of the risks to be considered during the conceptualisation of the project.
- Development of a project specific health and safety specification.
- Evaluation and approval of the contractor's health and safety plan.
- Site Visits and regular monitoring audits.
- Attend one technical meeting for presentation of the audit report.
- Assist the JDA to undertake independent investigations on any accidents due to construction work undertaken.
- Conduct a final compliance audit on completion of project and submit a close out report.

**5. PRICING**

Quotations are requested from occupational health and safety consultants (OHS Consultants) to provide services as required for the construction of Bophelong Clinic.

<b>OCCUPATIONAL HEALTH AND SAFETY CONSULTANT SERVICES FOR THE UPGRADE AND REFURBISHMENT OF BOPHELONG CLINIC</b>	
<b>Item</b>	<b>Cost</b>
Assessment and analysis of potential risks attached to the project (lump sum)	R.....
Attend professional design meetings to inform the professional team of the risks to be considered during the conceptualisation of the project. (Allow for 12 meetings)	R.....
Development of a project specific health and safety specification for the project (lump sum)	R.....
Evaluation and approval of the contractor’s health and safety plan for the project (lump sum).	R.....
Site Visits and regular monitoring audits (20 visits and 20 audits)	R.....
Attend one technical meeting for presentation of the audit report. (Allow for 12 meetings)	R.....
Assist the JDA to undertake independent investigations on any accidents due to construction work undertaken. (Allow for 2 incidents)	R.....
Conduct a final compliance audit on completion of project and submit a close out report. (lump sum).	R.....
<b>TOTAL FEE:</b> <b>Bophelong Clinic excluding VAT to be carried over to the Offer Page</b>	R.....

- **Tenderers must ensure that the final TOTAL FEE is correctly calculated and carried to the “Offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services for both Bophelong Clinics. Failing to price as required will result in the tender being disqualified.**

**IMPORTANT NOTICE:**

The offers submitted must be supported by **detailed fee proposals**; this is a requirement for all bidders. A bidder who fails to submit a price in the fee proposal for the deliverables/items indicated above will be considered non-responsive and the bid will not be considered.

**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 **relevant** previous experience, capability, and capacity of the bidding entity to undertake the project. The proposal should **use the same item numbers as below.**

The following minimum documentation must be provided:

- 5.1 **THE “OFFER” PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**

- 5.2 **Tenderers are required to submit a detailed fee proposals 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.**
- 5.3 Company registration documents and a copy of a valid tax compliance status (TCS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.
- 5.4 Company registration documents.
- 5.5 A valid certified 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. **THE COPY MUST BEAR AN ORIGINAL CERTIFICATION STAMP. FAILURE TO SUBMIT AS REQUIRED 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.**

- 5.6 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 R5m is required for this project (if applicable).
- 5.7 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.
- 5.8 Audited financial statements for the past three years.
- 5.9 Details of directors / partners / members and shareholders.
- 5.10 Certificates of membership/s to industry bodies (if applicable).
- 5.11 A corporate brochure. Alternatively a brief summary of the entity's background.
- 5.12 **Complete in full all information required on Annexure H : Organogram**

Provide information on the key personnel who will be assigned to this project with **a minimum of 5 years of experience as occupational health safety in construction.**

The following supporting documentation must be provided:

- detailed CV's for each resource indicated on Annexure F. CV's must note the resources' specific relevant project experience [ie. project description, role played and responsibilities, project value, start and end dates]. **The number of years of experience as occupational health and safety in construction must be clearly demonstrated in the CV's to indicate compliance with the minimum requirements.**

- relevant qualifications and attach proof hereof
- individual memberships to relevant professional associations and attach proof hereof

**Any bidder who fails to meet the minimum requirement will be disqualified.**

**5.13 Complete in full all information required on Annexure I : Schedule of Completed Contracts**

List a maximum of 5 building projects (such as clinics and schools etc.) completed by the bidding entity which demonstrates **a minimum of 5 years of experience in occupational health and safety consulting.**

The following details **must** be included on the schedule:

- Description of the project
- Service rendered
- Name of employer / client and their representative's contact details
- Cost of the works (project construction value)
- Fee obtained for services
- Date of completion

**Any bidder who fails meet the minimum requirement will be disqualified.**

- 5.14 A detailed approach and methodology statement wherein the approach to be followed is clearly outlined. Bidders must also indicate what information will be required from other professionals and / or the client. This section should show the bidder's understanding of the process and input required towards the completion of the required services.
- 5.15 A preliminary programme that identifies key elements and the anticipated duration.
- 5.16 The forms A to F annexed, must be scrutinized, completed in full and submitted together with your quotation.

**Failure to comply with the requirements in item 5 may result in tenderers been disqualified.**

**Note for consortium and joint ventures**

- The items in item 5 above are to be addressed and completed by **EACH** member of the consortium or joint venture.
- An agreement between all parties of the consortium or joint venture is to accompany the tender submission.
- A lead consultant is to be appointed and noted in the submission.

**Failure to comply with these conditions may invalidate your offer.**

**6. PRICE AND EMPOWERMENT**

Having provided the documentation in 5 above and demonstrated the required experience, the 80/20 Preference Point System will be applied.

This system assigns a score to each tenderer based on the quoted price and on the bidder's BBBEE status. These scores are combined to determine an overall score for the bidder. The bidder with the highest score will be considered for acceptance.

The Preference Point System will be applied as detailed overleaf:

- 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 6.1.1
- Points scored will be rounded off to the nearest 2 decimal places

**6.1.1 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 below is applicable in this regard :

B-BBEE Status Level Of Contributor	Number of Points
	Tenders from R30 000.00 up to R50 000 000.00
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>14</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non-Compliant contributor</b>	<b>0</b>

Notes:

- 6.2.1.1 “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).
- 6.2.1.2 Tenderers must submit their 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 AS REQUIRED WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**
- 6.2.1.3 Bidders with annual total revenue of R5 million or less qualify as exempted and must submit a certificate; issued by a registered auditor, accounting officer or an accredited verification agency.
- 6.2.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 6.2.1.5 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.
- 6.2.1.6 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.



- 6.2.1.7 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.
- 6.2.1.8 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.

#### 6.2.2 Formula for scoring tender price

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

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

Where

$P_s$  = Points scored for comparative price of tender under consideration

$P_t$  = Comparative price of tender under consideration

$P_{min}$  = Comparative price of lowest acceptable tender

$X$  = **Points** assigned to price

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

$PP = P_s + P_{bee}$  Where

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

$P_s$  is the points scored for the comparative price of the tenderer, and

$P_{bee}$  is the number of points awarded to the tenderer based on his certified B-BBEE status level

## 7. 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 are:

- a. The greater of R8 million or four contracts / projects within a particular financial year or
- b. The greater of R12 million or six 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

## **8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS**

The words: “**Bophelong Clinic / Occupational Health and Safety Consultants**” 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** (formally President Street), **Newtown** only between the hours of 08H00 and 12H00.

**The Tender closes at 12h00 on 04 March 2019.**

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:  
Moliane Carpede: [mcarpede@jda.org.za](mailto:mcarpede@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 : .....

8. What is the enterprise's annual turnover for the last two years and what is the estimated turnover of current commitments from 1 July 2017 to 30 June 2018 (excl. VAT):

R ..... Year .....

R ..... Year .....

R ..... Year .....



**PLEASE INCLUDE AN ORIGINAL SIGNED AND STAMPED LETTER FROM THE BANK CONFIRMING THE COMPANY'S BANKING DETAILS. NOTE THAT 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? <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 <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)? <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 <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 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:

*Occupational Health and Safety services for the  
Bophelong Clinic Project*

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 .....



## **ANNEXURE G SCOPE OF SERVICES**

The **OCCUPATIONAL HEALTH AND SAFETY CONSULTANT** shall provide the following the services:

Ascertain all hazards and risks associated with the project in determining a “baseline risk assessment”

Advice the design team on all identified risks and mitigation/elimination measures;

Development of a project specific health and safety specification;

Evaluation and approval of the selected bidder’s health and safety plan;

Apply for a permit to commence construction work;

Discuss and agree the contractor’s OHS Plan before work commences;

Visits to sites to conduct two OHS audits per month;

Attend one technical meeting for presentation of the audit report per month;

Conduct a final compliance audit on completion of the project and prepare an OHS close out report/file.

**ANNEXURE H : ORGANOGRAM**

The tenderer shall list below the key personnel proposed for this project **with a minimum of 5 years of experience in occupational health and safety services** per item 5.12 herein.

DESIGNATION / ROLE ON PROJECT	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS & EXPERIENCE

**NOTE: Detailed Curriculum Vitae (CV's) of the above proposed candidates must be provided. Said CV's MUST indicate the name and description of the project, role played in the project, project value, and the start and end dates of the project. In addition proof of relevant qualifications and of memberships to relevant professional associations must also be provided for the above proposed candidates.**

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE I : SCHEDULE OF COMPLETED CONTRACTS**

The tenderer shall list below a **maximum of 5 projects involving occupational health and safety services over a minimum period of 5 years** to this project per item 5.13 herein.

CLIENT Company name and contact person's name, tel, cell & e-mail address	PROJECT Name and description	SERVICE RENDERED	CONSTRUCTION VALUE	COMPLETION DATE

**NOTE: Contactable references for the above listed projects must be provided. Said references MUST be on the client's letter head or on a document stamped and signed by client and must confirm the name of the project, description of the project, description of the service rendered, the value of the project, the completion date, and it must rate the service rendered.**

.....  
 Signature

.....  
 Position

.....  
 Name of Bidder

.....  
 Date

**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:

.....

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**Signature**

---

**Date**