

INVITATION TO BID

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

ADVERT DATE: 15 January 2018
CLOSING DATE: 26 January 2018
COMPULSORY BRIEFING: N/A

CLOSING TIME: 12H00

BID DESCRIPTION: WALK MY JOZI 2018 SOCIAL MEDIA, MARKETING AND PROMOTION

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

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

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition below)

¹*MSCM Regulations: "in the service of the state" means to be –

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement
Contact Person: Ms Claudia Mahlaule
Tel: 011 688 7807
Fax: 011 688 7899
E-mail: cmahlaule@jda.org.za

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Planning & Strategy
Contact Person: Douglas Cohen
Tel: 011 688 7841
Fax: 011 688 7899
E-mail: dcohen@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)				
BID / RFP NUMBER		PS 008/2018		
BID / RFP DESCRIPTION		Walk My Jozi 2018 Social Media, Marketing and Promotion		
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER	CODE		NUMBER	
FACSIMILE NUMBER	CODE		NUMBER	
VAT REGISTRATION NUMBER				
CSD SUPPLIER NUMBER ¹				
COMPANY REGISTRATION NUMBER				
TAX VERIFICATION PIN				
TOTAL BID PRICE				
TOTAL BID PRICE in words				

SIGNATURE OF BIDDER	
CAPACITY UNDER WHICH THIS BID IS SIGNED	
DATE	
THE ABOVE PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO WILL RESULT IN THE BID BEING DISQUALIFIED	

¹ Effective 1 July 2016, the JDA will only award business to suppliers who are registered on NCSD and suppliers will no longer be required to provide an Original Tax Clearance Certificate or any other registration documents.

The following conditions will apply:

- No award will be made to a service provider who is not registered on the National Treasury Central Supplier Database.
 - Copy of a valid Tax Compliant Status Letter from SARS must be submitted, **NO** award can be made to a service provider whose tax matters are not in order with the SARS.
 - An original and valid BBBEE status level verification certificate or a certified copy thereof must be submitted.
 - **An SMME 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 latest 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.

To all our stakeholders

RE: The channels of reporting fraudulent and Corrupt Activities

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

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

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 Fax0800 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.

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS from:

Service Providers who specialises in Social Media, Marketing and Promotion required to support the JDA's "Walk My Jozi 2018" event for the Johannesburg Development Agency (JDA).

1. INTRODUCTION

In order to assess the impact of its developments, the Johannesburg Development Agency (JDA) annually conducts various project and area based impact or baseline assessments. This approach ties into a second practice of the JDA is to encourage the co-production of solutions in partnership with local communities and stakeholders to meet local needs and mitigate challenges. This is an essential component of development intervention in cities.

With the above in mind, the JDA is also seeking in to align the principles and objectives of the Jane's Walk movement. Jane's Walk is a series of neighbourhood walking tours named after urban activist and writer Jane Jacobs. Jane Jacobs was passionate about community and city life and the aim of the walks is get people to explore their cities and connect with neighbours. Participants are encouraged to share their stories, insights and ideas about their community or favourite part of City.

Therefore the aim of this event, with the title of "WALK MY JOZI 2018", is to find synergies between the Jane's Walk approach and the current JDA practices. These include:

- Targeting places where the JDA has a development present or focus
- Having a series of walking tours / events
- Putting in place a standard approach for the walks to operate within
- Ensuring that the wider event concept and each walk is promoted/marketed
- Ensuring each walk is visually documented (across multiple media / social media)
- Consolidating the outputs and reflecting on the event and possible lessons learnt

The event is expected to take place over one weekend between March and May 2018 over both Saturday and Sunday.

1.1 Background of Walk my Jozi 2017

The "Walk my Jozi" event was first hosted by the JDA in 2017. It was promoted online and marketed virally. All the events were very well received by the communities and the story was picked up across multiple media platforms.

All the walk events were all booked out.

Below is an extract from online article of the 2017 event by Heather Mason (2Summers)²

#JoziWalks: Exploring Johannesburg's Forgotten Frontiers

Last weekend the Johannesburg Development Agency sponsored 13 walking tours all over the city as part of an initiative called #JoziWalks. The weekend was meant to encourage Joburgers to get out of their cars and engage with urban communities in ways they might not do otherwise.

#JoziWalks was an incredible opportunity for me. I've been on many walking tours in Johannesburg but #JoziWalks offered tours in places I'd never been, and the tours were free. The only bad part was most of the

² <https://2summers.net/2017/06/28/joziwalks-exploring-johannesburgs-forgotten-frontiers/>

tours happened concurrently and I had to make agonizing choices over which ones to participate in.

I eventually settled on a Saturday morning tour of La Rochelle, a suburb in the south of Joburg known for its Portuguese culture, and a Sunday tour of Noordgesig, a suburb on the edge of Soweto that played a big role in the anti-apartheid struggle.

I'm thrilled to have been part of this exciting Jozi weekend. Thanks to the Johannesburg Development Agency, the Johannesburg In Your Pocket Guide, and all the tour guides and participants who made it happen. I hope you do it again, and maybe spread the tours out over several weekends so I can do all of them rather than just two.

If you missed the #JoziWalks, I have good news: There are great walking tours happening nearly every day in Johannesburg. To get yourself started, check out my posts on JoburgPlaces, Past Experiences, MainStreetWalks, Dlala Nje, and Roving Bantu Tours.

Get walking.

2. SCOPE OF WORK

The chosen events management company will need to provide the following services:

No.	Item	Deliverable / Activities	Considerations	Meetings (Minimum)
1	Social Media Campaign	Conceptualisation, implementation and management of JoziWalks social media Campaign	<ul style="list-style-type: none"> To use the following platforms to promote the event series to a wide audience before and during and a short period after the event using #JoziWalks social media profile: <ul style="list-style-type: none"> JDA Facebook Page JDA Twitter account (currently inactive) What's On newsletter Facebook page Twitter Instagram Website 	<ul style="list-style-type: none"> Attend initial meeting with JDA
		Manage campaign, working with JDA and City of Joburg	<ul style="list-style-type: none"> Work in collaboration with City of Joburg Social media team Liaise and supply content 	<ul style="list-style-type: none"> Meeting with JDA and Joburg Social media team
		Online Event Bookings	<ul style="list-style-type: none"> Ensure the ability to manage bookings online for the events from social media platforms 	<ul style="list-style-type: none"> As required
2	Marketing and Promotion	Content Development and Management	<ul style="list-style-type: none"> Source / develop content to be shared on social media platforms Develop profile of event and lead organisation/person Share content with and by all participating organisations through tags Daily twitter sharing of content All content will be retained so this can be collated after the campaign and used for the 	<ul style="list-style-type: none"> Attend briefing session

No.	Item	Deliverable / Activities	Considerations	Meetings (Minimum)
			annual programme. Long-term perhaps this should be a mini-site or on the JDA's website.	
		Media	<ul style="list-style-type: none"> • Generate and distribute press releases, media statement, radio interviews etc. to promote the specific tours to ensure all events receive coverage. 	<ul style="list-style-type: none"> • Meeting with JDA and Joburg Marketing team (if required)
		Ensure the provision branded material for event	<ul style="list-style-type: none"> • To support the preparation (awareness) and of events themselves (flyers, stickers, badges etc.) 	<ul style="list-style-type: none"> •
		Coordinate the submission of the documentation / portfolio of from each event guides	<ul style="list-style-type: none"> • Collect documentation material from participants, provide adjudication support for the best documented walk • Prior to 2 weeks after the close-out event 	<ul style="list-style-type: none"> • Ensure the documentation / portfolio is collected event guides
3	Event Preparations and Operations	Pre-event	<ul style="list-style-type: none"> • Assess proposals to shortlist the select event guides • Attend workshop with selected event guides 	<ul style="list-style-type: none"> • Attend shortlisting meetings • Attend 2 workshops
		Bookings	<ul style="list-style-type: none"> • Manage, coordinate the online bookings with the event guides 	<ul style="list-style-type: none"> • As required
		During event	<ul style="list-style-type: none"> • Be assessable to the selected event guides for social media issues 	<ul style="list-style-type: none"> • As required
		Post event	<ul style="list-style-type: none"> • Presentation and exhibit session with selected event guides presenting their the walk submissions 	<ul style="list-style-type: none"> • Attend post-event information sharing and presentation session
4	Event Review	Close out report and file	<ul style="list-style-type: none"> • Assess impact of the event – what are people saying • Lessons learnt – for the City and the JDA – what role should the City be playing / actions • Recommendations for future event / walks • Compile a file of all the documentation generated from the participants (an annexures / in digital format) • This may take the form mini-site or on the JDA's website. 	<ul style="list-style-type: none"> •

3. COMPULSORY BRIEFING SESSION

N/A

4. DURATION

The duration of the appointment period will be five (5) months.

5. NOTES FOR PRICING (COST SCHEDULE)

- Below is a proposed format for the cost schedule.
- **Tenderers are to replicate the Costing Schedule as per the table below and submit it as part of their fee proposal.**
- The bidder is to quote a comprehensive price.
- Please note that the work will include normal working hours and on weekends.
- Provide detailed pricing thereon and ensure the accurate bid price is provided on the Offer of this RFP.

Table 1: Costing Schedule

A: SERVICE PROVIDER COST SCHEDULE			Cost (ex VAT)
No.	Item	Deliverable / Activities	
1	Social Media Campaign	As per project scope (section 2)	
2	Marketing and Promotion		
3	Event Preparations and Operations		
4	Event Review		
A) SUB-TOTAL			
A: JDA COST SCHEDULE (Funded by the JDA)			Budget (ex VAT)
No.	Item	Deliverable / Activities	
1	Social Media Campaign	Social Media budget to advertise the posts to increase reach of the content	R 5 000.00
2	Marketing and Promotion	Promotional Material	R 5 000.00
4	Event Review	Collation, Editing, Printing	R 5 000.00
B) SUB-TOTAL			R 15 000.00
TOTAL COST (A + B)			
MANAGEMENT FEE %			
MANAGEMENT FEE			
TOTAL FEE (EXCL VAT)			

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.

6. PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (**not to exceed 10 pages**) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the project successfully.

The report should be structured and submitted **using the same item numbers as below** for the required sections of the report. With all the requested information must be clearly spelt out:

Section Number	Information
1	Tender OFFER Page, completed in FULL and signed. Applicants must ensure that the <u>TOTAL FEE IS CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE.</u>

Section Number	Information
2	BRIEF company background and List of SIMILAR (not all) projects (including client name, contact person, telephone number, value of the project, and the project fee value, nature of the project, required deliverables).
3	Attached REFERENCES References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered in order to obtain the points.
4	No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.
5	No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.
6	A copy of the tenderer's latest municipal rates account in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements will be accepted.
7	An original and valid BBBEE status levels verification certificate or a certified copy thereof, 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. An SME must submit a sworn affidavit confirming the following: <ul style="list-style-type: none"> • 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.
8	An original letter from the tenderer's bank confirming account information.
9	A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project.
10	Tenderers are to replicate the Costing Schedule as per Table 1 and submit it as part of their fee proposal. The cost of the required services must be defined in rand terms. All disbursements, etc. are to be covered by the quotations. Applicants must ensure that the TOTAL FEE IS CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE.
11	The attached forms A to E annexed, must be scrutinized, completed and submitted together with your quotation.

Failure to comply with the requirements above will result in tenderers been negatively scored for responsiveness or disqualified for non-compliance.

Note for consortium and joint ventures

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

Failure to comply with these conditions may invalidate your offer.

7. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Technical
- BBBEE status
- Price / BBBEE

8. TECHNICAL

The technical assessment is based on the criteria set-out below.

8.1 Technical Assessment

The technical assessment is based on the criteria set-out below namely (i) key returnable documents, (ii) the experience of the company (i.e. painting of parking bays and storm water drains).

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

Total points	120	Minimum points required	84 which is min threshold of 70%
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Table 2: Key Returnable Documents

KEY RETURNABLE DOCUMENTS	Total Points	Criteria	Description of Criteria	Points
A	20	Original or Certified Copy of BBBEE Certificate	Points will only be allocated for key returnable documents correctly completed and submitted	2
		Company registration documents		2
		Latest municipal account / Lease agreement		2
		A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project.		2
		Certified copies of directors / partners identity documents		2
		Forms A to E completed in full and signed		10

Table 3 Company Experience

COMPANY EXPERIENCE	Total Points	Criteria	Description of criteria	Points
B Company Experience and Track record for related Social Media, Marketing and Promotion initiatives	50	Five or more related Social Media, Marketing and Promotion initiatives completed	Points will only be allocated for experience in related Social Media, Marketing and Promotion initiatives	50
		Three to four related Social Media, Marketing and Promotion initiatives completed		30
		One to two related Social Media, Marketing and Promotion initiatives completed	Project information contained elsewhere in the tender submission will not be considered.	10

Table 4: Contactable References

CONTACTABLE REFERENCES	Total Points	Criteria	Description of criteria	Points
C4 Contactable reference (on client letter head) for related Social Media, Marketing and Promotion initiatives	50	Five or more satisfactory references	Points will only be allocated for references on related Social Media, Marketing and Promotion initiatives as listed in the scheduled requested References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered in order to obtain the points. Points will only be allocated for references on similar projects as listed in Table 3:B(Company Experience) If any of the required information does not appear in the reference, zero points will be awarded.	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references		10

8.2 BBEE Status

Having completed a technical evaluation, 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 following table is applicable in this regard:

B-BBEE Status Level Of Contributor	Number of Points
	Tenders up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

Notes:

- 8.2.1 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act (Act No.53 of 2003).
- 8.2.2 Tenderers must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, 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.
- 8.2.3 An SMME 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.
- 8.2.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 8.2.5 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.
- 8.2.6 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.
- 8.2.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 8.2.8 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.

8.3 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:

- 80 points are assigned to price

- Up to 20 points are assigned to BBBEE status per the table under item 6.2

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

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

9. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words “**WALK MY JOZI 2018 SOCIAL MEDIA, MARKETING AND PROMOTION**” must be written / typed clearly on the envelope. The envelope must be deposited in the tender box at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown only between the hours of 08H00 and 12H00.

The RFQ closes at 12h00 on Friday, 26th January 2018.

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:

Douglas Cohen

E-mail: dcohen@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 :

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

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

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

YES / NO

If yes, furnish particulars

.....
.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

** "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

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

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

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

***** 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:

- *WALK MY JOZI 2018 SOCIAL MEDIA, MARKETING AND PROMOTION*

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