



City of Johannesburg  
Johannesburg Development Agency

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[www.joburg.org.za](http://www.joburg.org.za)

## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICE PROVIDERS**

**CLOSING DATE: 11 September 2019**

**CLOSING TIME: 12H00**

**Urban Designer and Architects**

**JDA PS001/2019**

### **BID DESCRIPTION: APPOINTMENT OF PANEL PROFESSIONAL SERVICE PROVIDERS**

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

Offices of the Johannesburg Development Agency, 3 Helen Joseph (former 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)**

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:** Claudia Mahlaule - [cmahlaule@jda.org.za](mailto:cmahlaule@jda.org.za) and [Intluli@jda.org.za](mailto:Intluli@jda.org.za) - L. Ntuli  
**Tel:** 011 688 7851

### **ANY ENQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:**

**Department** Development Implementation  
**Contact Person:** Lusanda Qangule - [lqangule@jda.org.za](mailto:lqangule@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**

.....

**BID / RFP DESCRIPTION**

.....

**NAME OF BIDDER**

.....

**POSTAL ADDRESS**

.....

**STREET ADDRESS**

.....

**TELEPHONE NUMBER**

**CODE** ..... **NUMBER** .....

**CELLPHONE NUMBER**

.....

**FACSIMILE NUMBER**

**CODE** ..... **NUMBER** .....

**VAT REGISTRATION NUMBER**

.....

**SIGNATURE OF BIDDER**

.....

**CAPACITY UNDER WHICH THIS BID IS SIGNED**

.....

**DATE**

.....

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

**To all 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 City of Johannesburg took a resolution to adopt strategic interventions aimed at combating 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 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 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, KZN 138, Umhlanga, 4320



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

**APPOINTMENT OF PANEL PROFESSIONAL SERVICE PROVIDERS**

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**REQUEST FOR PROPOSAL FOR:**

	<b>BID NUMBER:</b>
<b>Urban Designer and Architect</b>	<b>JDA PS001/2019</b>

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**August 2019**

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<b>A</b>	<b>:</b>	<b>Business Declaration</b>
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<b>D</b>	<b>:</b>	<b>MBD9 Certificate of Independent Bid Determination</b>
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<b>F</b>	<b>:</b>	<b>Form of Agreement _ Appointment of Consultants</b>
<b>H</b>	<b>:</b>	<b>Declaration On State Of Municipal Accounts</b>

## **TENDERING PROCEDURES**

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

#### **Panel of Urban Designers and Architects**

Contract Number: Urban Designer and Architect JDA PS001/2019

The JDA is requesting proposals from experienced Occupational Health and Safety Agents who will form a Panel and provide OHS services on behalf of JDA as contemplated in the Occupational Health and Safety Act, 1993 Construction Regulations 2014.

Queries relating to procurement matters may be addressed to Lerato Ntuli at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: [LNtuli@jda.org.za](mailto:LNtuli@jda.org.za)

Technical queries or queries relating to the project may be addressed to Lusanda Qangule e-mail: [lqangule@jda.org.za](mailto:lqangule@jda.org.za).

**A compulsory tender briefing session with representatives of the Employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown on 19 August 2019 starting at 10h00.**

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 19 August 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.

The closing time for receipt of tenders is 12:00pm on 11 September 2019. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

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

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

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

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

## 1. INTRODUCTION

### 1.1. JDA background

The Johannesburg Development Agency is a City of Johannesburg owned entity and plays a critical role as an area-based agency and implementing agent for the implementation of capital expenditure for multiple city departments.

### 1.2. JDA's Development Outcomes

<b>What we aim to achieve:</b>	JDA is a city development agency of the City of Johannesburg that manages and facilitates area based developments in efficient and innovative ways to build an equitable, sustainable and resilient city.
<b>How we operate:</b>	Employing sustainable and resilient city strategies in strategic neighbourhoods to transform the space economy in the City Region
<b>Guiding Principles</b>	<b>Strategic Mid-Term Objectives</b>
Create great places	<ul style="list-style-type: none"> <li>Restructure the city by developing defined, strategic geographic areas around the city and the movement corridors that link them.</li> <li>Encourage sustainable energy consumption and land-use in the city by developing strategic transit nodes and corridors.</li> </ul>
Catalyse growth and investment	<ul style="list-style-type: none"> <li>Promote economic growth by creating efficient and competitive business environments that cluster industries and functions in these areas.</li> <li>Turn around declining investment trends in these areas by upgrading public space, generating shared visions for future development, and encouraging urban management partnerships.</li> </ul>
Connect people to opportunities	<ul style="list-style-type: none"> <li>Develop local economic potential in marginalised areas to promote access to jobs and markets.</li> <li>Promote economic empowerment through the structuring and procurement of JDA developments.</li> </ul>
Co-produce solutions	<ul style="list-style-type: none"> <li>Support productive development partnerships and co-operation between all stakeholders in these areas.</li> </ul>
Continuously improve	<ul style="list-style-type: none"> <li>To strengthen and improve the JDA's corporate governance and operations to ensure that it remains an effective, efficient, sustainable and well-governed organisation</li> <li></li> </ul>

### 1.3. Purpose of this Request for Proposal

The JDA to achieve its area based agency mandate, requires the services of technical professionals to assist in all pre-development work including planning, designing, conducting studies and assessments, and statutory and legal applications. The aim is to allow the JDA to draw on the skills of professional services to fast-track the in packaging and implementation of catalytic interventions across priority development areas of the City.

The Johannesburg Development Agency (JDA therefore requests interested professional service providers (companies, firms and joint ventures) to apply to be appointed for a period of three financial years. Over the three year period, deliverables will be requested through an instruction to perform work only when the services are required.

Individual appointments are invited from following professional services:

- Urban Designer and Architects

Proposals for this contract are invited by public tender.

## 2. PROJECT INFORMATION

### 2.1. Background of the Assignment

The requirement is for urban designers and architects to provide the necessary support to the JDA when required. The outputs of the services will assist in:

- The preparation of future interventions of the JDA by conceptualising and packaging interventions for implementation;
- Developing analytical or strategic inputs and direction for area-based regeneration in strategic and marginalised areas of the city.
- Build the evidence base to support decisions that will improve the planning or economic logic, delivery and sustainable impact in development or interventions performed by JDA.

### 2.2. General Scope of Services

A more detailed indicative scope of works is provided per professional services below, but in general the services, when required, will involve the following:

- Studies and research into local development trends to inform the formulation of new development concepts and project opportunities
- The Urban Designer is required to be registered with an appropriate professional body, and to have the relevant skills, experience, and capacity to deliver the scope of work within the required time frame. The following will amongst, others form part of the scope of works for the urban designer/ architect:
  - Be familiar with relevant documentation and the project area, and consult with relevant stakeholders when necessary.
  - Be cognisant of other development projects impacting on the precinct and, where necessary, liaise with the relevant project teams.
  - Provide feasibility of the concept and strategies with recommendations in order to finalise scope identification and extent of contract.
  - Produce a design plan must be produced for approval, including council approval, followed by detailed design drawings for implementation of approved interventions.
  - Construction monitoring will be required to ensure adherence to the architectural drawings and specifications. Produce close-out documentation.

### 2.3. Management of this Assignment

Once appointed, each professional will act as the service provider when a need arises for the particular service they have been appointed for. This implies that even when appointed as a professional service provider, it does not guarantee that the said service provider will be awarded any contract by the JDA. **Work will be allocated on an as and when required basis.**

Service providers will be categorised by profession into different services as more fully set out below and the service providers must supply sufficient information in the respective service categories or category applied for. Service providers that wish to be appointed as professional service providers must:

- i. Demonstrate the professional registration of principal(s)/employed staff to be appointed.
- ii. Demonstrate the professional qualifications of principal(s)/employed staff to be appointed.



- iii. Demonstrate the professional experience of principal(s)/employed staff to be appointed.
- iv. Respond to this request for proposal and ensure that all forms are completed in full, together with all annexures and signed by authorised representatives.
- v. Ensure that all details, as required in this request for proposal and forms are complete, that the furnished information is correct and that the required returnable documents are attached to the proposal. Incomplete applications will not be considered for appointment as service providers.
- vi. Nominate a single point of contact that will be responsible for all deliverables stemming from the Instruction to Perform Work (IPW) for entire duration of contract.

Submissions from service providers will be vetted through a compliance process to determine that all the required information is provided and correct and thereafter evaluated for capacity and capability to render services applied for as and when required.

To note:

- i. Applicants herein consent to any investigation the JDA deems necessary in validating any particulars presented in this request for proposal.
- ii. The service provider will be removed as professional service providers if the required professional registration is not maintained, or for any other reason that causes the service provider to become ineligible after having been appointed.
- iii. The appointment of each professional service provider will be valid for a period of 3 financial years, starting from 1 July 2019.

When a need arises for the particular service an "Instruction to Perform Work" or "IPW" will be issued to a specific service provider for a specific service or deliverable. Each IPW:

- i. Will be agreed finalised and signed by both the JDA and the service provider
- ii. Sets out the deliverables, timeframes and maximum level of effort (budget) for the service provider and deliverable.
- iii. Authorises the service provider to commence with the provision of the requested service.
- iv. Payment will only be made for services rendered according to the IPW

### 3. APPOINTMENT

The JDA is requesting proposals from the following professional services. The minimum professional requirements and example of types and scope of work which will be required by the professionals requested are outlined below.

#### 3.1. Architect and Urban Designer

<b>Indicative Scope of Works</b>
1. Assist with concept and viability stages
2. Assist in the development of the scope of works of project proposals
3. Produce preliminary/schematic drawings that may include Preliminary Site Plan (if new building) and Preliminary Floor Plan.
4. Assist in design and tender documentation, i.e. architectural drawings and renderings
5. Assist in the development of precinct plan, UDF's, open space networks, TOD's, streetscapes and mobility networks, including non-motorised transport.
6. Any other related work which may be required
7. Assist with precinct plans and Urban Development Frameworks
8. Assist with Strategic Spatial Strategies for key areas, such as in densification analysis and strategies
9. Land assembly strategies
10. Any other related work which may be required

**ALL PROFESSIONALS MUST BE REGISTERED WITH THE RELEVANT PROFESSIONAL BODIES AND ASSOCIATIONS; FAILURE TO PROVIDE PROOF OF REGISTRATION WILL RESULT IN THE BID BEING DISQUALIFIED.**

**3.2. Notes**

- 3.2.1. Multi-year appointments will be dependent on performance and budget availability.
- 3.2.2. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 3.2.3. The JDA reserves the right to ask tenderers to replace any member/s of the proposed members of the service provider if they do not meet the JDA requirements.
- 3.2.4. Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices which are attached as Annexure J for information purposes.
- 3.2.5. The JDA reserves the right to invite any bidder to an interview. The interview will form part of the tender evaluation process. Tenderers must note that they will be required, at short notice, as and when necessary to attend (a) presentations at the JDA, COJ, and other local stakeholders; (b) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.
- 3.2.6. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 3.2.7. Tenderers must also note that revisions to any deliverable may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal.
- 3.2.8. The appointment as a profession service provider will be to render the services for a period of three financial years as and when the services are required and will be dependent on satisfactory performance and budget availability.
- 3.2.9. Tenderers will be required to take cognisance of the role of the other professionals as described in this proposal call and work coherently with them where required.
- 3.2.10. All milestone products in addition to the final document and all associated map work, models and statistical work will become the property of the Johannesburg Development Agent and City of Joburg.
- 3.2.11. The JDA reserves the right to ask tenderers to replace any member/s of the proposed member of the service provider if they do not meet the JDA requirements.
- 3.2.12. Regarding any conflict of interest, the JDA abides by National Treasury SCM regulations<sup>1</sup>: “**
  - 3.2.12.1. Consultants are required to provide professional, objective and impartial advice and at all times hold the client's interests paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests. Consultants should not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the State. Without limitation on the generality of this rule, consultants should not be hired under the following circumstances:
  - 3.2.12.2. A firm, which has been engaged by the accounting officer/authority to provide goods or works for a project and any of its affiliates, should be disqualified from

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<sup>1</sup> <http://www.treasury.gov.za/divisions/ocpo/sc/Guidelines/SCM%20Jan900-Guidelines.pdf>

providing consulting services for the same project. Similarly, a firm hired to provide consulting services for the preparation or implementation of a project and any of its affiliates, should be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services as described below) for the same project, unless the various firms (consultants, contractors, or suppliers) are performing the contractor's obligations under a turnkey or design-and-build contract;

3.2.12.3. Consultants or any of their affiliates should not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants hired to prepare an engineering design for an infrastructure project should not be engaged to prepare an independent environmental assessment for the same project, and consultants assisting a client in the privatization of public assets should not purchase, nor advise purchasers of such assets.

3.2.13. The JDA reserves the right not to make an appointment for one or any of the categories of services.

#### 4. 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 undertake the project/s.

The following minimum documentation and information must be provided.

- 4.1 On appointment a certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value of a claim in an insurance period, the applicable excess and the expiry date.
- 4.2 A latest copy of the bidding entity's municipal rates account for the in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity.
- 4.3 A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project AND audited financial statements for the past three years.
- 4.4 Details of Director's/Partner's/Members and Shareholders.
- 4.5 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
  - Fee for services
  - Date of completion
- 4.6 A schedule of current contracts of a similar nature with details as enumerated .
- 4.7 A schedule of contracts awarded by an organ of state during the past five (5) years with details.
- 4.8 A detailed project organogram identifying the entity's management structure and all staff resources to be employed on the project/s and the percentage time allocation of the staff to the project/s. The curricula vitae of the proposed personnel are to accompany the organogram and are to include certificates of professional qualifications.
- 4.9 Company registration documents.
- 4.10 The forms A to E and H annexed, must be scrutinized and completed in full.

4.11 Tenderers are to submit 2 copies of their proposal/s (1 original plus 1 copy)

### **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 above.
- 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.

## **5. ASSESSMENT CRITERIA**

- **Compliance**
- **Technical**
- **Risk tolerance**

### **5.1. Compliance**

Bidder's will be disqualified for the following cases:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has been terminated on previous contracts with the JDA
- Who's tender document has been completed in pencil;
- Failure to complete and sign the offer page.
- Who's tender document has been faxed;
- Who's tender document has been received after the closing time;
- Who's tender document has not been deposited in the tender box at the time of closing;
- Who did not comply with any other requirement as set out in the tender specifications;
- Who failed to attend the compulsory tender briefing session;
- Who is in the employment of the state.

**Submissions, per professional service, will be evaluated on the following criteria:**

### **5.2. Technical**

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

- (i) key returnable documents,
- (ii) capability of the proposed key team members (ie. experience, qualifications, and memberships to professional association and
- (iii) the experience of the company, and references

Note that duplication of resources/personnel on the designations indicated in the criteria will result in zero points being awarded for one criteria.

Tenderers will have to submit compliant documents and score a minimum of 170 points( 70%) out of a possible 243 points in the technical evaluation in order to make it through.

The responsiveness criteria will be assessed on as per the table below for all the disciplines.

	<b>Total Points</b>	<b>Criteria</b>	<b>Description of Criteria</b>	<b>Points</b>
<b>Key Returnable</b>	<b>13</b>	Forms A to E and form H completed in full and signed	Points will only be allocated for key returnable documents submitted and signed	13

	Total Points	Criteria	Description of Criteria	Points
<p><b>B</b></p> <p><b>Capability of proposed key personnel</b></p> <p>B1</p> <p>Detailed CVs indicating track record of the proposed key team members are required</p>	<p><b>130</b></p>	<p><b>Project Lead:</b>                      Experience of 10 years in the Urban Designing / or Architecture in the Planning and Construction environment: must be registered on SACAP(South African Council for the Architectural Profession)</p>	<p>Points will only be allocated for demonstration as an a project lead and the Senior professional.</p> <p><b>If <u>any</u> of the following information is not provided, zero points will be awarded :</b></p> <ul style="list-style-type: none"> <li>• CV's provided must be as per the resources recorded on the organogram; the organogram should match the resources on our Evaluation Criteria</li> <li>• CV's must clearly show similar project experience</li> <li>• CV's must clearly show the role executed by the resource on said similar projects</li> <li>• CV's must clearly show the values of said similar projects executed</li> <li>• Must attach a certified copy of the (sacap) certificate</li> </ul>	<p>70</p>
		<p><b>Senior Urban Designer / Architect</b>                      The senior Urban Designer/ Architect must demonstrate a minimum of 7 years of experience in a senior role on projects above; must be registered on SACAP(South African Council for the Architectural Profession)</p>		<p>40</p>
		<p><b>Junior Designer/ Draughtsperson ( this personnel is for both the Architects and the Urban Designers)</b>                      The incumbent must demonstrate 5 years' experience as a resident architect/urban designer on building related projects</p>		<p>20</p>

	Total Points	Criteria	Description of Criteria	Points
<p><b>C</b></p> <p><b>Company experience</b></p> <p>C1</p> <p>Urban Designer/ Architects experience on similar proposed scope of works. Company must have worked as an Urban Designer/ Architect firm</p>	50	Five or more projects completed	<p>Points will only be allocated to these types of projects( building, bridges, public environment upgrade, non motorised transport, and planning) projects</p> <p>Project information contained elsewhere in the tender submission will <b>not</b> be considered.</p>	50
		Three to four projects completed		30
		One to two projects completed		10

<p>C2</p> <p><b>Contactable references</b></p>	50	Five or more satisfactory references	<p>Points will only be allocated for references on projects listed in the scheduled as requested in Item C1</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, the completion date and it must rate the service rendered in order to obtain the points.</p>	50
		Three to four satisfactory references		30
		One to two satisfactory references		20

TOTAL: 243

### 5.3. 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.

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.

Bidders may be required to attend interviews should there be a need for clarity.

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

## 6. CLOSING DATE TIME AND VENUE FOR SUBMISSIONS

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

The words / Ref:

**Urban Designer and Architect JDA PS001/2019 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 Street, Newtown** only between the hours of 08H00 and 17H00, but at 12H00 on the day of closure.

**This tender will close on the 11 September 2019.** 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:

<b>Department</b>	DEVELOPMENT & IMPLEMENTATION
<b>Contact Person:</b>	Lusanda Qangule - <a href="mailto:lqangule@jda.org.za">lqangule@jda.org.za</a>



**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.



**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? <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:		
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:		
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 <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 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



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

**ANNEXURE H: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS**

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

B Bid Information

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

7. ....

C Documents to be attached.

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

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

.....

.....

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**