



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: 30 OCTOBER 2020

BRIEFING SESSION: N/A

CLOSING DATE: 06 NOVEMBER 2020

TIME: 12H00

BID DESCRIPTION: RFQ – PROVISIONING OF THE HERITAGE ARCHITECTURAL SERVICES FOR SAFE SPACES PROGRAMME

BID NUMBER: JDA/DF/SAFESPACES-HERITAGE/ARCHITECT/001/2020

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

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), the Bus Factory, Newtown, Johannesburg, 2000

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration. You are advised to allow 10mins for parking and security sign-in procedures.

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: Mr Siyambonga Gcobo
Tel: 011 688 7800 **E-mail:** sgcobo@jda.org.za

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department: Development Facilities
Contact Person: Nicolette Pingo
Tel: 011 688 7800/41 **E-mail:** npingo@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. As a courtesy please use document tags or dividers to demarcate sections of your bid for ease of evaluation.

OFFER

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

BID / RFQ NUMBER	JDA/DF/SAFE SPACES-HERITAGE ARCHITECT/001/2020			
BID / RFQ DESCRIPTION	RFQ – PROVISIONING OF THE HERITAGE ARCHITECTURAL SERVICES FOR SAFE SPACES PROGRAMME			
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
VAT REGISTRATION NUMBER				
CSD SUPPLIER NUMBER				
COMPANY REGISTRATION NUMBER				
TAX VERIFICATION PIN				
TOTAL BID PRICE excluding Value Added Tax	R			
TOTAL BID PRICE in WORDS excluding Value Added Tax				
BIDDING COMPANY'S CONTACT PERSON and EMAIL:				
SIGNATURE OF BIDDER				
CAPACITY UNDER WHICH THIS BID IS SIGNED				
DATE				

SUPPLIERS DATABASE REGISTRATION

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

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

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

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

After Transitional Period 1 July 2016

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

For more information on registration, please:

Ms. Lerato Ntuli on 011 688 7845

Ms. Vuyokazi Sotyingwa on 011 688 7811

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 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 PROPOSALS:

1. INTRODUCTION

The Johannesburg Development Agency invites proposals from suitably qualified professionals to provide support services as a Heritage Architect on the Safe Spaces Programme.

The successful bidder will be required to:

- Conduct heritage research into the two identified properties for the safe spaces programme
- Provide direction in terms of Heritage approach to the redevelopment of these properties into Homeless Shelters
- Develop together with project architect and submit Heritage application to the requisite Heritage Authority, where required
- Provide input into amending design in order to comply with Heritage recommendations from Heritage authorities, where required
- Provide guidelines for Contractor in implementing project to ensure compliance on Heritage aspects

2. PROJECT INFORMATION

2.1 BACKGROUND

The JDA is an area-based development agency of the City of Jo'burg. The majority of the JDAs work has been focused in strategic economic nodes and corridors, such as the Inner City, the Transit Orientated Development (TOD) corridors and in marginalised areas.

Of key concern to the City of Johannesburg are the large volumes of people whose only current option is to sleep in the Inner City streets, under bridges and in parks without any protection from the weather and access to ablution facilities. As such the City of Johannesburg has undertaken to develop the safe space programme. This programme seeks to develop alternative spaces in easily accessible locations in the Inner City of Johannesburg in order to provide access to shelter for people sleeping in the streets of Johannesburg.

The City of Johannesburg has identified two sites as part of the safe spaces programme.

2.1.1 Purpose of RFP

The purpose of this project is to design and implement refurbishments of the identified City of Johannesburg sites for the purpose of the Safe Spaces Programme. The design should speak to the creation of safe shelters with dignity and includes opportunities to assist homeless people to develop better health, economic and psychological resilience.

3 Scope of Work

The Heritage ARCHITECTS shall provide the following services:

- a) Conduct heritage research into the two identified properties for the safe spaces programme and provide guidance on Heritage Significance of the properties
- b) Provide direction in terms of Heritage approach to the redevelopment of these properties into Homeless Shelters
- c) Develop together with project architect and submit Heritage application to the requisite Heritage Authority, where required
- d) Provide input into amending design in order to comply with Heritage recommendations from Heritage authorities, where required
- e) Provide guidelines for Contractor in implementing project to ensure compliance on Heritage aspects
- f) Providing monitoring and evaluation support to the project team to ensure Heritage compliance

3.1 Sites identified

The following sites have been identified, as indicated in the table below:

No	Erf No	Township	Description	Street Address	Recommended use
1	Erven 427, 429 & 430	Fordsburg	5-storey building, occupied by manufacturing businesses	Goodwill Industries. Corner Clare and Dr Yusuf Dadoo	Safe Space / Shelter
2	RE/5 Farm Doornfontein 92-IR	City and Suburban (Behind Erf 1202)	Chinese school	Cnr End and Albertina Sisulu	Safe Space / Shelter

4. DURATION

The duration of the project is estimated to be 12 month period from the date of the receipt of the Appointment Letter to final output delivery. Additional time is included pending the heritage application processes, where required.

4.1 DELIVERABLES

- (i) **Heritage Report on Properties allocated for Safe Spaces Programme:** Conduct heritage research into the two identified properties for the safe spaces programme and provide guidance on Heritage Significance of the properties
- (ii) **Heritage Approach Report-** Provide direction in terms of Heritage approach to the redevelopment of these properties into Homeless Shelters
- (iii) **Heritage application:** Develop together with project architect and submit Heritage application to the requisite Heritage Authority, where required
- (iv) **Design amendments for Heritage compliance:** Provide input into amending design in order to comply with Heritage recommendations from Heritage authorities, where required
- (v) **Heritage Construction Guidelines:** Provide guidelines for Contractor in implementing project to ensure compliance on Heritage aspects
- (vi) **Monitoring and Evaluation Support:** Providing monitoring and evaluation support to the project team to ensure Heritage compliance (maximum 40 hours)

4.1.1. JDA NOTES

- (i) 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 CoJ.
- (ii) Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- (iii) The JDA reserves the right to ask tenderers to replace any subcontractor if they do not meet the JDA requirements.
- (iv) Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices upon appointment
- (v) Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, COJ, and stakeholders; (b) consultations with relevant persons and authorities. This needs to be taken into consideration in the tenderer's fee proposal.

5. PRICING

A: SERVICE PROVIDER COST SCHEDULE			Cost (excl. VAT)
No.	Item	Deliverable / Activities	
1	Heritage Report on Properties allocated for Safe Spaces Programme		
2	Heritage Approach Report		
3	Heritage application		
4	Design amendments for Heritage compliance		
5	Heritage Construction Guidelines		
6	Monitoring and Evaluation Support to ensure Heritage compliance (Maximum 40 hours)		
TOTAL (Excl. Vat) The total amount must be carried over to the offer page			

GRAND TOTAL FEE TO BE TRANSFERRED TO THE OFFER PAGE

Tenderers must ensure that the GRAND 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.**5.1 Notes**

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

5.1.2 Fees **must** include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.

5.1.3 It is the responsibility of the bidder to ensure that they have a local office within the geographical area of City of Johannesburg as the JDA will not be responsible for accommodation and travelling costs.

6 PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (**not to exceed 15 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 **use the same item numbers as below** for the required sections of the report.

The following information must be clearly spelt out:

-
- 6.1 **BRIEF** company background, lists of SIMILAR (not all) projects (including client name, contact person, telephone number, value of the project, and the consulting fee value, nature of the project, required deliverables).
 - 6.2 A copy of a valid Tax Compliant Status Letter from SARS. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.
 - 6.3 No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.
 - 6.4 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**.
 - 6.5 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 EME must submit a sworn affidavit confirming the following:
 - Annual Turnover Revenue of R10 million or less; and
 - Level of Black ownership
 - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
 - 6.6 A **CERTIFIED COPY** of the organisation's Professional Indemnity Insurance indicating the value per claim, excess, and expiry date. If applicable.
 - 6.7 An original letter from the tenderer's bank confirming account information.
 - 6.8 A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project.
 - 6.9 Bidders are required to submit detailed quotations based on the required deliverables defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc. are to be **included** in the quotations.
 - 6.10 A detailed approach and methodology statement wherein the approach to be followed in each stage of the project is outlined with clear identification of the deliverables in each stage. This section should show the tenderer's understanding of the process and input required towards the completion of the required services.
 - 6.11 A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake these services.
 - 6.12 A statement of the organisation's turnover per annum over the last 2 years and also a statement of estimated turnover commitments.
 - 6.13 A completed RFQ document with all sections filled in (references in the RFQ to other documentation attached will NOT be considered.)

- 6.14 An original and valid BBEE status level verification certificate or a certified copy thereof, Substantiating the bidding entities BBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted.
- 6.15 A copy of the bidding entity's latest municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. Copies of lease agreements or accounts from a lessor will not be accepted.
- 6.16 A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project AND audited financial statements for the past two years.
- 6.17 A schedule of completed contracts of a **similar** nature to this project. 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
 - Fee obtained for services
 - Date of completion
- 6.18 Provide information on the individuals who will be assigned to **this project (NOT the entire company)**. The following **must** be addressed:
- role/s and responsibility/ies on this project
 - relevant qualifications
 - number of years of relevant experience in the construction industry in local government
 - a percentage estimate of the time planned to be dedicated to this project by each person
- 6.19 The forms A to I annexed, must be scrutinized, completed in full and submitted together with your RFQ.

Failure to comply with the requirements in item 5 will result in tenderers been negatively scored for responsiveness or disqualified for non-compliance.

Note for consortium and joint ventures

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. INDICATIVE PROGRAM

This is a 12 month appointment. Timelines will be influenced by other project timelines, such as when approval is granted from Heritage bodies

The table below outlines the indicative completion dates of certain milestones of the project:

Project Milestone	Date
1. Tender Advertisement	October 2020
2. Tender Closes	November 2020
3. Tender Award	November 2020
4. Heritage Report on Properties allocated for Safe Spaces Programme	November 2020
5. Heritage Approach Report	November 2020
6. Heritage application	December 2020
7. Design amendments for Heritage compliance	February 2021 (dependent on response from Heritage bodies)
8. Heritage Construction Guidelines	February 2021 (dependent on response from Heritage bodies)
9. Monitoring and Evaluation Support of Construction to ensure Heritage compliance (Maximum 40 hours)	April 2021- November 2021

7.1 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.

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

7.1.1 Tenderers are required to submit a detailed fee proposals based on the requirements set out in item 7 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.

7.1.2 In addition to the fee proposal schedule, the bidder is expected to provide detailed responses to each of the items within section 4 regarding the approach and methodology to be employed including work-plan and cost breakdown.

7.1.4 A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

An EME must submit a sworn affidavit confirming the following:

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

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

7.1.5 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. The A minimum cover of R1m is required for this project.

7.1.6 A copy of the bidding entity’s latest municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts from a lessor will not be accepted.

7.1.7 Audited financial statements for the past three years.

7.1.8 Corporate brochure, if any. Alternatively a summary of the entity’s background and experience

7.1.9 Details of Director’s/Partner’s/Members and Shareholders with certified copies of their identity documents.

7.1.10 Certificates of membership of industry bodies.

7.1.11 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

7.1.12 A schedule of current contracts of a similar nature with details as enumerated in 7.1.11 above.

- 7.1.12 A schedule of contracts awarded by an organ of state during the past five (5) years with details as enumerated in 7.1.11 above.
- 7.1.13 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
- 7.1.14 Company registration documents and a copy of a valid tax compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.
- 7.1.15 The forms A to F annexed, must be scrutinized and completed in full.
- 7.1.16 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 7.1.1 – 7.1.15
- A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
- 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. JDA will conclude a contract with the lead consultant

FAILURE TO COMPLY WITH THE REQUIREMENTS LISTED IN ITEM 9 ABOVE WILL RESULT IN TENDERERS BEING NEGATIVELY SCORED FOR RESPONSIVENESS AND TECHNICAL OR DISQUALIFIED FOR NON-COMPLIANCE.

8. ASSESSMENT CRITERIA

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

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

8.1 Compliance

Bidders will be disqualified in the following instances:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (ie. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 7 herein;
- Bidders who are not registered with the CSD;
- Bidders who have any directors that are in the employment of the state.

Tenderers will have to adhere to the compliance items above in order to be considered further in the evaluation process.

8.2 Technical

The technical assessment is based on the criteria set-out below. Tenderers will have to submit compliant documents and score a minimum of **130,2 points (70%) [out of a possible 186]** in the technical evaluation in order to be considered further in the evaluation process.

Criteria		Total
Responsiveness		6
Capability		80
References		100
Total		186
Cut – off (= 70%)		130,2

Submission / Assessment Checklist

Category	Criteria	Description of Criteria	Max Score
Responsiveness	Returnable Documents Required are as follows		
	1.	Company background / brochure	N/A
	2.	List of contracts currently awarded by organ of state	N/A
	3.	List of current contracts of similar nature	N/A
	4.	Details of directors and shareholders with certified copies of ID's	N/A
	5.	Professional Indemnity Insurance (Max Claim and Expiry Date) minimum value R2m	N/A
	6.	Company registration documents	N/A
	7.	CTS letter from SARS	N/A
	8.	Valid BBBEE certificate/s	N/A
	9.	3 years audited financial statements	N/A
	10.	Municipal rates account showing no arrears or affidavit if not applicable	N/A
		Annexures A to F all completed in full and signed	
	Responsiveness Total =		9
Capability	Heritage Architect Experience	Heritage Architects Specialist 5 years of experience as a Heritage Architect Specialist with evidence of working on Heritage Projects and Precincts	Points will only be allocated for demonstrating the skills required
	Qualification	Heritage Architects Specialist A minimum qualification of a Bachelor's Degree (or equivalent) in Architecture	The bidder is to submit detailed CVs demonstrating experience in the requisite skills. Qualifications should be attached.
	Previous Experience Total =		80

Category	Criteria		Description of Criteria	Max Score
Contactable reference Each reference must be on client letter head and be signed – with attached sample of report produced	Lead Consultant	Five or more satisfactory references for Heritage Architecture Works	Points will only be allocated for references on High level Built environment academic/industry roundtables/events	100
		Three to four satisfactory references for Heritage Architecture Works	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.	50
		One to two satisfactory references for Heritage Architecture Works	If any of the required information does not appear in the reference, zero points will be awarded.	30
	Total References =			100
	Total Maximum Score =			186
	Minimum Score to Proceed (70%) =			130.2

9. Price and Empowerment

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

The Preference Point System will be applied as follows:

- For tenders up to R50 million
 - 80 points are assigned to price
 - Up to 20 points are assigned to BBBEE status per the table under item 7.3.1
- Points scored will be rounded off to the nearest 2 decimal places

Points awarded for BBBEE status level

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

B-BBEE Status Level 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:

- 9.1 "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).
- 9.2 Tenderers must submit their original and valid B-BBEE status level verification certificate substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**
- 9.3 An EME must submit a sworn affidavit confirming the following:

- Annual Turnover Revenue of R10 million or less; and
 - Level of Black ownership
 - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 9.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and are in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 9.5 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.
- 9.6 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.
- 9.7 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.
- 9.8 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.
- 9.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 9.10 No tender will be awarded to a bidder who is not registered on CSD.

9.11 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

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

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

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

P_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

10. Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for **individual** professional service providers (eg. project managers / engineers / quantity surveyors / consultants) is either:

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

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

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

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

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

11. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

RFQ – PROVISIONING OF THE HERITAGE ARCHITECTURAL SERVICES FOR SAFE SPACES PROGRAMME

must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (Formerly President Street), Newtown** only between the hours of 08H00 and 12H00.

The Tender closes at 12:00pm on 06 November 2020.

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

NO – EMAILED/ 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:

Nicolette Pingo

npingo@jda.org.za

011 688 7865

ANNEXURE A : BUSINESS DECLARATION

Tender/RFQ Number :

Tender/RFQ 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 three years and what is the estimated turnover of current commitments from 1 July 2016 to 30 June 2018 (excl. VAT):

R Year

R Year

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

2. ANNEXURE D-2 : PARTICULARS OF CONTRACTS AWARDED BY NOT AN ORGAN OF STATE*** DURING THE LAST 5 YEARS cont.

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

*** Organ of State means-

- ◆ a) a national or provincial department;
- ◆ b) a municipality;
- ◆ c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- ◆ d) Parliament;
- ◆ e) a provincial legislature;
- ◆ f) any other institution or category of institutions included in the definition of "organ of state" in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

.....
 Signature
(of person authorised to sign on behalf of the organisation)

.....
 Position

.....
 Name of Bidder

.....
 Date

ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

For

Appointment of Multidisciplinary Professional Team -

RFQ – PROVISIONING OF THE HERITAGE ARCHITECTURAL SERVICES FOR SAFE SPACES PROGRAMME

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.

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