



## INVITATION TO BID

### REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

**ADVERT DATE:** 13 June 2019  
**CLOSING DATE:** 21 June 2019

**CLOSING TIME:** 12H00

**BID DESCRIPTION:** Requests for bids for a Financial Specialist to develop the and design an Operational Plan for the Brixton Social Cluster

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

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

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

<sup>1</sup>\*MSCM Regulations: "in the service of the state" means to be –

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

#### ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

**Department:** Procurement  
**Contact Person:** Ms Claudia Mahlaule  
**Tel:** 011 688 7851  
**Fax:** 011 688 7899  
**E-mail:** [cmahlaule@jda.org.za](mailto:cmahlaule@jda.org.za)

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

**Department:** Development Facilitation Manager  
**Contact Person:** Xolisile Sithole  
**Tel:** 011 688 7815  
**Fax:** 011 688 7899  
**E-mail:** [xsithole@jda.org.za](mailto:xsithole@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.**

#### Building a better city

##### Directors

M Ntanga (Chairperson) D Cohen (Acting CEO) S Moonsamy (CFO) S Jensma TG Sambo JW Karuri -Sebina EF Peters K Govender A Steyn P Zagaretos R Shirinda (Company Secretary)  
Registration Number: 2001/005101/07



**The following conditions will apply:**

- A valid Tax Clearance Certificate and Tax Compliant Letter from SARS must be submitted.
- An original and valid BBBEE status level verification certificate or a certified copy thereof must be submitted.
- An EME must submit a sworn affidavit confirming the following:
  - Annual Turnover Revenue of R10 million or less; and
  - Level of Black ownership
  - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- A copy of the bidder’s current municipal account in the name of the bidder or alternatively in the names of the directors / partners of the bidding entity must be submitted.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be exclusive of VAT.
- If the price quoted is above R 30 000 (inclusive of VAT), the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Framework Act (No. 5 of 2000).

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

**To all our Stakeholders**

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

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

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

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

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

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

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



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

## REQUESTS FOR BIDS FOR A FINANCIAL SPECIALIST TO DEVELOP THE AND DESIGN AN OPERATIONAL PLAN FOR THE BRIXTON SOCIAL CLUSTER

### 1. OVERVIEW

Brixton is one of the oldest and well located suburbs of Johannesburg and has been identified as a priority precinct for development intervention by the Strategic Area Framework (SAF). This is on the basis that the area has potential to elicit short to medium term growth and intensification within the Empire-Perth Transit Orientated Development Corridor. Within these corridors large scale development densification is envisaged to result in an increased demand for social amenities and public spaces, as well as a more demographically diverse user profile.

The strategic approach for the corridors is framed around structuring elements that are considered to result in sustainable and functional urban environments. One of the structuring elements is the clustering of social facilities to optimise the use of land as well to intensify land uses increasing convenience. Brixton has an existing social cluster which comprises a park, library, swimming pool, tennis courts and sports fields, police station and a recreation centre. The SAF indicates that investment into social facilities is necessary for envisaged growth of the area. To this end, it identified the development of the Brixton Social Cluster as a priority precinct project that would result in positive growth for the area.

### 2. PURPOSE OF THIS RFQ

The JDA is requesting proposals from experienced Financial Specialist for the development and design of an Operational Plan for the Brixton Social Cluster.

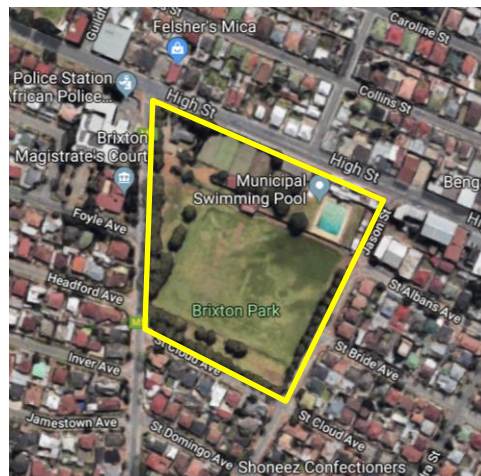
#### 2.1. Outcomes of the Plan

- 2.1.1. Present institutional needs and structure of the upgraded facility based on investigated and researched information
- 2.1.2. To develop a Plan that will determine the operational and financial requirements of the Brixton Social Cluster.
- 2.1.3. Develop an integrated Plan that identifies opportunities that can leverage private public partnerships in optimising the Social Cluster. To aid the Brixton community in better understand/defining their needs and expectations from the new Social Cluster facility.
- 2.1.4. To define ways in which the Brixton community can best leverage and use the Social Cluster project as a platform for community-led programmes.
- 2.1.5. To aide in the initiation (or identification) of a community based organisation or forum or grouping that will constitute an "Initiative" who will ultimately support/manage/direct such community-led programmes with the Social Cluster project
- 2.1.6. To provide the necessary tools, instruments and guidelines that will:
  - Define and prioritise a series of potential community-led programmes
  - Develop guidelines that unpack (simple process / steps) the operationalisation of key programmes
  - Support the launch and management of a community based organisation or forum or grouping
  - Develop guidelines that unpack (simple process / steps) how best to operationalise and manage (the day-to-day) of the organisation or forum or grouping
  - To develop / address / consider sustainability of the facility
  - Develop guidelines which unpack fund raising programmes (simple process / steps) that will benefit the Social Cluster project as well as the proposed community-led programmes

### 3. LOCATION

The Brixton Social Cluster is located in the township of Brixton; towards the west of Johannesburg and lies within the 5km radius from inner city. It is situated along High Street and bound by Mercury Street on the west, St Cloud Avenue towards the south and Jason Street on the east.

High Street is the main arterial route connecting the City to the west. It is characterised by medium density residential, retail and commercial uses. The area has been earmarked for further medium to high density supported by a BRT feeder router. These are factors which should contribute towards the areas investment potential.



### 4. Scope of Works

- 4.1. Present financial needs and structure of the upgraded facility based on investigated and researched information
- 4.2. Contribute to the development a Plan that will determine the operational requirements of the Brixton Social Cluster.

**The Financial Specialist will be expected to work with a Property Specialist and a Placemaking/ Activation Specialist who will be appointed by the JDA in achieving the desired outcomes of the Plan.**

### 5. TIMEFRAME

This project is expected to be awarded on 25 June 2019 and come to conclusion in 31 October 2019.

### 6. DELIVERABLES

- 6.1. Operation Plan for the Brixton Social Cluster

## 7. PRICING SCHEDULE

Item	Deliverable	COST (excl.VAT)
a.	Status Quo Report	
b.	Financial Framework	
c.	Contribute to Programming and Maintenance Framework	
d.	Develop guidelines that unpack (simple process / steps) how best to operationalise and manage (the day-to-day) of the facility	
e.	Stakeholder Engagement Report: <ul style="list-style-type: none"> <li>• 1x Workshop with relevant stakeholders on Multipurpose facilities</li> <li>• 3x Presentations to relevant COJ stakeholders</li> <li>• 10x Interviews with organisations and stakeholders currently making use of Brixton Social facilities</li> <li>• 2x presentations to external stakeholders in the area (throughout process)</li> </ul>	
f.	Revised plans based on input from presentation sessions	
g.	Final Plan after final COJ comments included	
<b>GRAND TOTAL (excl. VAT) to be carried to the "OFFER PAGE" failing which will disqualify your tender.</b>		

## 8. PRESENTATION OF QUOTATIONS

Submissions should be in the form of quotations priced as required allowing the JDA to make a sound and fair evaluation. The resubmission should be accompanied by the below information and documents and should **use the same item numbers as below** for the required sections.

The following information must be clearly spelt out:

- 8.1. A copy of the tenderer's municipal rates account which is not older than three months in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements or accounts from a lessor will NOT be accepted
- 8.2. A copy of a valid Tax Clearance Certificate and Tax Compliant Letter from SARS
- 8.3. 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.
- 8.4. Bidders are required to submit detailed quotations based on the required deliverables [item 7] defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc. are to be included in the quotations. Applicants must ensure that the **TOTAL FEE IS CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE.**
- 8.5. The attached forms A to F, J annexures, must be scrutinized, completed and submitted together with your quotation.

## 9. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria as follows:

- Compliance
- Technical
- Price and BBBEE

### 9.1. 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 been terminated on previous contracts with the JDA;
- 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 have any directors that is in the employment of the state.

### 9.2. 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 (i.e. experience, qualifications, and or memberships to professional associations); and
- (iii) the experience of the company (i.e. SG diagrams) and references).

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

The minimum points for the Financial Specialist are 70 points [out of a possible 100] with one resource required i.e. lead personnel. A minimum percentage of 70% cut-off is required.



Key Returnable Documents	Total Points	Criteria	Description of Criteria	Points
<b>A</b>	<b>10</b>	Original Certified Copy of BBEE Certificate(Sworn Affidavit	Points will only be allocated for documents correctly completed and signed	N/A
		Company Registration Documents		N/A
		A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project or Audited financial statement for the past three years.		N/A
		Certified copies of directors / partners identity documents		N/A
		Forms A to F, J completed in full and signed		<b>10</b>
Capability of proposed key personnel	Total Points	Criteria	Description of Criteria	Points
<b>B</b>  Detailed CV indicating track record of the professional i.e lead personnel  Copies of qualifications and memberships to professional body are required	<b>40</b>	Financial Specialist: Should have a Postgraduate Degree/ Honours Degree/ Bachelor's Degree/ National Diploma in a Financial related discipline; have minimum 5 years of experience in financial planning related to project being tendered for and must be registered with respective professional association	If <u>any</u> of the following information is not provided, zero points will be awarded :  <ul style="list-style-type: none"> <li>CV provided must be as per the resources recorded</li> <li>CV's must clearly show project experience relating to financial planning</li> <li>CV's must clearly show the role executed by the resource on said projects</li> </ul> <p>Note that duplication of resources/personnel on the designations indicated in the criteria will result in zero points being awarded.</p>	<b>40</b>
C. Company Experience	Total Points	Criteria	Description of Criteria	Points

<b>Experience on similar projects</b>	<b>30</b>	Five or more projects completed	Points will only be allocated for financial planning work	<b>30</b>
		Three to four projects completed	Project information contained elsewhere in the tender submission will <b>not</b> be considered	<b>20</b>
		One to two projects completed		<b>10</b>
<b>D. Contactable References</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
Contactable references for projects similar undertaken projects	<b>20</b>	Five or more satisfactory references	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, and values in order to obtain the points.	<b>20</b>
		Three to four satisfactory references		<b>10</b>
		One to two satisfactory references	<b>Appointment letters do not serve as reference letters.</b>  <b>If any of the required information does not appear in the reference, zero points will be awarded.</b>  <b>Note that completion certificates will not qualify as references and will be awarded zero points.</b>	<b>5</b>

### 9.3. Price and Empowerment

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

The Preference Point System will be applied as follows: → For tenders below R50 million

- 80 points are assigned to price
- Up to 20 points are assigned to BBBEE status per the table under item 9.3.1

### 9.3.1. Points awarded for BBBEE Status

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:

9.3.2. "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).

9.3.3. Tenderers must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.

**FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE**

9.3.4. 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.

9.3.5. The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.

- 9.3.6. 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.
- 9.3.7. 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.
- 9.3.8. 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.
- 9.3.9. 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.

### 9.3.10. Formula for scoring tender price

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

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

Where

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

$P_t$  = Comparative price of tender under consideration

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

$X$  = Points assigned to price

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

$PP = P_s + P_{bee}$  Where

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

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

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

## 10. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words **“Financial Specialist for Brixton Social Cluster”** must be written / typed clearly on the envelope. The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown** only between the hours of 08H00 and 16H00.

**The RFQ closes at 12h00 on Friday 21 June 2019.**

**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:

Xolisile Sithole

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

**ANNEXURE A: BUSINESS DECLARATION**

**Tender/RFP Number:** .....

**Tender/RFP Description:** .....

**Name of Company:** .....

**Contact Person:** .....

**Postal Address:** .....

.....

**Physical Address:** .....

.....

**Telephone Number:** .....

**Fax Number:** .....

**Cell Number:** .....

**E-mail Address:** .....

**Company/enterprise Income**

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

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

**VAT Registration Number:** .....

**Company Registration Number:** .....

**1. Type of firm**

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

(Tick one box)

**2. Principal business activities**

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

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

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

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

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

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

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

Full Time : .....

Part Time : .....

7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:

Full Time : .....

Part Time : .....

8. What is the enterprise's annual turnover for the last two years and what is the estimated turnover of current commitments.

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

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

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

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

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION ( MONTH & YEAR)

**10. Banking details**

I/We hereby request and authorise 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 authorised 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 : .....

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:
- abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - been convicted for fraud or corruption during the past five years;
  - willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

4.3.1	If so, furnish particulars:
-------	-----------------------------

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

**CERTIFICATION**

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date





**ANNEXURE D: PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS cont.**

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

**\*\*\* Organ of State means-**

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

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

.....  
Position

.....  
Name of Bidder

.....  
Date



City of Johannesburg  
Johannesburg Development Agency

No 3 Helen Joseph Street  
The Bus Factory  
Newtown  
Johannesburg, 2000

PO Box 61877  
Marshalltown  
2107

Tel +27(0) 11 688 7851 (O)  
Fax +27(0) 11 688 7899/63  
E-mail: info@jda.org.za

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

## **ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

### ***Financial Specialist for Brixton Social Cluster***

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:

**Building a better city**

#### **Directors**

M Ntanga (Chairperson) D Cohen (Acting CEO) S Moonsamy (CFO) S Jensma TG Sambo JW Karuri -Sebina EF Peters K Govender A Steyn P Zagaretos R Shirinda (Company Secretary)  
Registration Number: 2001/005101/07

- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

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

B Bid Information

- i. Name of bidder: .....
- ii. Registration Number: .....
- iii. Municipality where business is situated.....
- iv. Municipal account number for rates: .....
- v. Municipal account number for water and electricity: .....
- vi. Names of all directors, their ID numbers and municipal account number.
  - 1. ....
  - 2. ....
  - 3. ....
  - 4. ....
  - 5. ....
  - 6. ....
  - 7. ....

C Documents to be attached.

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

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

.....  
.....

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

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

**ANNEXURE J : SCHEDULE OF COMPLETED CONTRACTS**

The tenderer shall list below a **maximum of 5 projects completed in the past 5 years of a similar nature and scale** to this project

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder                      Date

.....