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## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES**

CLOSING DATE: **18<sup>th</sup> December 2018** CLOSING TIME: **12H00**

BID NUMBER:  **Organisational Records Management System's Specialists Service Providers**

BID DESCRIPTION: **JDA ORGANISATIONAL RECORDS MANAGEMENT SYSTEM / DESIGNING AND IMPLEMENTATION OF DOCUMENT MANAGEMENT SOLUTION FOR JDA**

BID DOCUMENTS MUST BE DEPOSITED IN THE BID 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.**

**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:** Mr. Mike Mabunda  
**Tel:** 011 688 7851 **Fax:** 011 688 7899 **E-mail:** [mmabunda@jda.org.za](mailto:mmabunda@jda.org.za)

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

**Department:** Human Resources  
**Contact Person:** Nokukhanya Makhaye **OR** Tumang Bokaba  
**Tel:** 011 688 7851 **Tel:** 011 688 7851  
**E-mail:** [NMakhaye@jda.org.za](mailto:NMakhaye@jda.org.za) **E-mail:** [TBokaba@jda.org.za](mailto:TBokaba@jda.org.za)

**PLEASE NOTE: TENDERS MUST BE SUBMITTED ON THE TENDER DOCUMENTATION ISSUED. TENDER DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT, FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED.**

**OFFER**

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

NAME OF BIDDER .....

BID NUMBER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

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

CELLPHONE NUMBER .....

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

E-MAIL ADDRESS .....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER .....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

TOTAL BID PRICE ..... Excluding Value Added Tax

TOTAL BID PRICE in words .....

.....

.....

..... Excluding Value Added Tax

SIGNATURE OF BIDDER .....

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

DATE .....

## **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](http://www.csd.gov.za)

### **Transitional Period (1 September 2015 to 30 June 2016)**

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. Kgadi Mphela on 011 688 7813

Mr. Mike Mabunda 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 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.

# **JOHANNESBURG DEVELOPMENT AGENCY (JDA)**

## **Project Design & Implementation**

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### **REQUEST FOR PROPOSAL FOR:**

**THE APPOINTMENT OF A SUITABLE  
SERVICE PROVIDER TO DEVELOP  
ORGANISATIONAL RECORD MANAGEMENT SYSTEM  
- DESIGNING AND IMPLEMENTATION OF DOCUMENT  
MANAGEMENT SOLUTION FOR JDA**

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## COPY OF ADVERT

### REQUEST FOR PROPOSAL FOR A RECORDS MANAGEMENT SYSTEM

#### For the Design and Implementation of the Organisational – Wide Record Management System

The JDA is requesting proposals from experienced companies to render Records Management Solutions, with focus on the Assessment of Current Environment, Design & Implementation of the JDA Document Management Solution (from an integrated, customised JDA Filing & Retrieving Plan and System, Electronic Document and Records Management System (EDRMS) and External Archiving) with a view of increasing Information Integrity, Managed Records through a Professional Filing System and Performance Effectiveness.

The Operations of JDA are essentially Project Driven and the magnitude of Contract transactions involves immense Paperwork that has to be Filed, Archived and Digitised to enable easy retrieval. The JDA is requesting proposals from experienced Records Management System Service Provider to render services for the Design and Implementation of the Organisation-Wide Record Management System for JDA. We require the full Development of a standard and properly defined Customised Filing Plan/System that Complies with the National Archives Act of 1996 and an Electronic Document and Records Management System (EDRMS), External Archiving and other Legislative Requirements.

Queries relating to the issue of these documents and procurement related issues may be addressed to Mr. Mike Mabunda at Tel: (011) 688 7851; Fax (011) 688 7899; or E-Mail: [mmabunda@jda.org.za](mailto:mmabunda@jda.org.za).

Technical queries or queries relating to the project may be addressed to Miss Nokukhanya Makhaye at (011) 688 7851 or e-mail: [NMakhaye@jda.org.za](mailto:NMakhaye@jda.org.za) or Mr. Tumang Bokaba at (011) 688 7851 or e-mail: [TBokaba@jda.org.za](mailto:TBokaba@jda.org.za).

**A compulsory Clarification Meeting with representatives of the Employer will take place at the Johannesburg Development Agency, The Bus Factory, No. 03 Helen Joseph Street, Newtown on Friday the 23<sup>rd</sup> November 2018 at 10:00**

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 the 16<sup>th</sup> November 2018. Tenders must only be submitted on the proposals documentation that is downloaded from the stipulated websites. The retyping of the proposal document is not permitted.

**The closing time for receipt of proposals is 12:00pm on Tuesday, the 18<sup>th</sup> December 2018. Telegraphic, Telephonic, Telex, Facsimile, E-Mail and late proposals will not be accepted.**

Requirements for sealing, addressing, delivery, opening and assessment of proposals are stated in the Proposal 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. **PURPOSE**

The Purpose of this Document is to define the Scope of the Design & Implementation of the JDA Document (Record) Management Solution (from JDA Filing Plan, Electronic Document and Records Management System (EDRMS) and External Archiving) with a view of increasing Information Integrity, Managed Records through a Professional Filing System and Performance Effectiveness.

## 2. **INTRODUCTION**

The Operations of JDA are essentially Project Driven and the magnitude of Contract transactions involves immense Paperwork that has to be Filed, Archived and Digitised to enable easy retrieval. The JDA is requesting proposals from experienced Document Management System Service Provider Companies and Joint Ventures to render services for the Design and Implementation of the Organisation-Wide Record Management System for JDA. We require the full Development of a standard and properly defined Customised Filing Plan/System that Complies with the National Archives Act of 1996 and an Electronic Document and Records Management System (EDRMS), External Archiving and any other Legislative Requirements.

## 3. **PROJECT INFORMATION**

### 3.1 **Background**

JDA is City of Johannesburg municipal entity, and its operations are based on the mandate from the City of Johannesburg. JDA's records are currently stored in Offices with limited Space and with no Professional Traceable Filing & Archiving System. This poses lot of risks to the organisation like:

- Fire Hazards
- Records Theft/Loss
- Irretrievable Records
- Delayed Records Retrieval Process when documents are needed for Business Decisions.
- Possible Unauthorized Retrieval of Records.
- Records Disposal Challenges.
- Records Storage Challenges.

The required system must be a comprehensive solution for the Physical Filing and Electronic Archiving of Documents. In addition to the Core Functions of an Electronic Archive like Document Storage, Filing, Search and Retrieval, the System shall allow workflow Management, Tight Integration with Electronic Database / MS Office and the Administration of Paper Archives.

### 3.2 **Deliverables – Project Specification**

The following deliverables are expected but not limited to:

- Analysis and Diagnosis of our environment & Recommendations thereof. (User Requirements Interviews/Workshops).
- Presentations/Demonstrations by successful Service Provider.
- Project Plan to transform JDA to a more Digitised Environment.
- Development of a standard and properly defined Customised Filing Plan/System that Complies with the National Archives Act of 1996 and any other Legislative Requirements.
- Central Repository which will enable JDA to efficiently manage its documents throughout the entire Document Life-Cycle.



### **3.3 Maintenance and Support**

The Successful Bidder maybe required to carry out maintenance and support on the entire Records Management System.

## **4 APPOINTMENT**

The JDA is requesting proposals from experienced companies specialising in Organisational Record Management Systems.

### **4.1 Notes**

**4.1.1 Appointments for the 2018/19 and 2020/21 financial year will be dependent on satisfactory performance and budget availability. New contracts will be issued at the commencement of each new financial year.**

**4.1.2** Packaged proposals to render more than one service will **NOT** be accepted.

**4.1.3** Bidders are however free to submit **separate** proposals for more than one discipline but will only be appointed for one.

**4.1.4** If bidders choose to tender for more than one discipline, they are required to purchase a document for **each** discipline.

**4.1.5** Bidders are to ensure that they have adequate resources to undertake the work under stringent timeframes.

**4.1.6** Bidders are required to take cognisance of the role of the other professionals as described in this proposal call and work coherently with them where required.

**4.1.7** The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.

**4.1.8** Successful tenderers will be required to sign the JDA's Standard Form Agreement upon appointment, the appendices of which are attached as Annexure F for information purposes.

**4.1.9** No tender will be awarded to a bidder whose tax matters are not in order with SARS.

**4.1.10** No tender will be awarded to a bidder who is not registered on CSD.

Detailed below is information upon which fees must be based for each discipline. This is followed by **item number 4.2 which ALL applicants are required to take careful note of.**

**Tenderers are to replicate the table below and submit as part of their detailed fee proposal and the total fee for the full scope of services must be carried to the "Offer" page. The detailed fee proposal must indicate the fee scales used and the method of calculation used to determine the fee including any discounts applied if applicable. Failure to (i) replicate the table, (ii) carry the total to the offer page, and (iii) provide a detailed fee proposal (which indicates the fee scales used and the method of calculation used to determine the fee including any discounts applied) will result in the tender being disqualified for non-compliance. Fees based on an hourly rate will NOT be accepted.**

## 4.2 Notes

- 4.2.1 Tenderers must ensure that the final **TOTAL FEE** is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services for the complete project period. Failing to price as required will result in the tender being disqualified.
- 4.2.2 All values are subject to change (increase or decrease) depending on the requirements of the project. However the fee calculation submitted by the tenderers on tendering will determine the fee due. The calculation method including the version of the fee scales applied at the time of tendering, as well as any percentage discounts are to remain fixed irrespective of an increase or decrease in construction value.
- 4.2.3 Fees **must** include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 4.2.4 For every tangible deliverable, two hard copies and one electronic copy must be issued to the client [over and above the documentation required for submission to various authorities, to the contractor, etc.], the cost of which **must** be included.
- 4.2.5 Fees for consultation work required to produce deliverables and obtain approvals thereof is deemed to be included in the price (this also includes consultation work required to make revisions, resubmissions, updated presentations, etc. following feedback received from the relevant approving authorities).
- 4.2.6 Successful tenderers will be remunerated in accordance with JDA’s Standard Form Agreement, **Appendix 4** which is included under Annexure G for information purposes.

## 5 PROPOSAL CONTENT

The bidder’s submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must clearly indicate the **relevant** previous experience, capability, and capacity of the bidding entity to undertake the project. The proposal should **use the same item numbers as below, using numbered dividers.**

The following minimum documentation must be provided:

- 5.1 **THE “OFFER” PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 5.2 **Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 4 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE “OFFER” PAGE. Any bidder who fails to do so will be disqualified.**
- 5.3 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. **IF A COPY IS SUBMITTED IT MUST BEAR AN ORIGINAL CERTIFICATION STAMP. 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.**

- 5.4 Company registration documents.
- 5.5 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R2m is required for this project.
- 5.6 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. A lease agreement will also suffice.
- 5.7 Audited financial statements for the past three financial years.
- 5.8 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 5.9 The bidding entity's certificates of professional membership/s to industry bodies.
- 5.10 A detailed approach and methodology statement wherein the approach to be followed in each stage of the design and construction process 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.
- 5.11 The forms A to E, I, J and H annexed, must be scrutinized, completed in full and submitted together with your quotation. Annexure F is for information purposes only.
- 5.12 A corporate brochure alternatively a brief summary of the entity's background.
- 5.13 Provide information on the individuals who will be assigned to **this project (NOT the entire company)**. The following **must** be addressed :
  - Organogram (Annexure I).
  - Role/s and Responsibility/ies on this Project.
  - Relevant Qualifications and attach Proof hereof.
  - Number of Years of Relevant Experience in the Industry **and** in the Proposed Role.
  - Detailed CV's for each Member of the Team noting their specific Relevant Project Experience **[Project Description, Role and Responsibilities, Project Value]**
  - Individual Memberships to Professional Associations and attach Proof hereof.
- 5.14 A schedule of completed contracts of a **similar** nature to this project i.e. the Design & Implementation of Record Management Systems preferable within a public entity. The following details **must** be included on the schedule (annexure J):

- 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.
- Letter of Reference on the Client's Letterhead or with the Client's Company Stamp that confirms Project Scope of Work, Service Rendered and Project Value. *Practical completion certificates do not constitute as references.*

**Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).**

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6 WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE OR NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.**

#### **Note for Consortium and Joint Ventures**

- **EACH** party to a consortium and joint venture is to submit the requisite documents and / or information as requested in item 6 (ie.6.4-6.9, 6.11-6.12, and 6.14)
- An Agreement or Heads of Terms Recording the Arrangement between the Parties to The Consortium / Joint Venture is to be submitted.
- A Lead Consultant is to be appointed and noted in the submission.
- A Trust, Consortium or Joint Venture will qualify for points for their BBBEE Status Level as an Unincorporated Entity, provided that the entity submits their consolidated BBBEE Scorecard as if they were a Group Structure and that such a Consolidated BBBEE Scorecard is prepared for every separate Tender.

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

## **6 ASSESSMENT CRITERIA**

Submissions (responses to item 6 above) will be evaluated on the criteria to follow:

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

### **6.1 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 (i.e. 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 4 herein;
- Bidders who did not comply with any other Requirement as set out in the Tender Specifications;
- Bidders who Failed to Attend the Compulsory Tender Briefing Session;
- Bidders who have any Directors that are in the Employment of the State.

## 6.2 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 Memberships to Professional Associations per Item 5.13 above) and (iii) the Experience of the Company (i.e. Record Management System Design & Implementation Projects and References per Item 5.14 above).

Tenderers will have to submit compliant documents and score a minimum number of points in the Technical Evaluation in order to be considered further in the Evaluation Process.

**TOTAL POINTS: 240**

**MINIMUM POINTS REQUIRED: 168 Points or 70%.**

	Total Points	Criteria	Description of Criteria	Points
<b>A</b> <b>Key Returnable Documents</b>	<b>40</b>	Company Registration Documents.	Points will only be allocated for key returnable documents submitted.	2
		Proof of Professional Indemnity Insurance of Minimum R5M.		2
		Current Municipal Account.		2
		3 Years of Audited Financial Statements.		2
		Certified Copies of Directors / Partners Identity Documents.		2
		The Bidding Entity's Certificates of Membership/s to Industry Bodies.		2
		Approach and Methodology.		20
		Forms A to E, I and J Completed in Full and Signed.		8

	Total Points	Criteria	Description of Criteria	Points
<p><b>B</b></p> <p><b>Capability of Proposed Key Personnel Per Item 6.13</b></p> <p><b>B1</b></p> <p>Detailed CVs indicating Track Record of the proposed Key Team Members.</p>	<p><b>A Total of 100 Points</b></p>	<p>A team of experienced Records Management Systems Design Specialists with a minimum of 10 years' experience in Records Management Systems Design &amp; Implementation experience, preferable in government and municipalities including State Owned Entities.</p>	<p>Points will only be allocated for experience on Designing, Implementing &amp; Managing Records Management Systems.</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.</li> <li>• CV's must clearly Show Records Management Systems Project experience.</li> <li>• CV's must clearly show the role executed by the Resource on said Records Management Systems Projects.</li> <li>• CV's must clearly show the Values of said Records Management Systems Projects.</li> </ul> <p><b>The team should comprise of people with all Records Management Systems Design competencies.</b></p>	<p>50</p>

		<p>A team of experienced Records Management Systems Design Specialists with less than 10 years' experience but not below 5 years' experience in Records Management Systems Design &amp; Implementation experience, preferable in government and municipalities including State Owned Entities.</p>		20
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<p>B2</p> <p>Copies of Qualifications and Memberships to Professional Bodies are required for the proposed Team Members.</p>		<p>Relevant qualifications &amp; memberships (advantageous) aligned to Archives &amp; Records Management and expertise – for sound understanding of the different concepts and principles in archives and records management.</p>	<p>Points will only be allocated for proposed team members with the relevant qualifications <b>and</b> memberships (advantageous).</p> <p><b>If no proofs of Qualifications are attached, Zero Points will be awarded.</b></p>	<p>30</p>
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	Total Points	Criteria	Description of Criteria	Points
<b>C</b>  Company experience per Item 6.14 :  C1	<b>A Total of 100 Points is achievable under Section C (C1 + C2) Company Experience.</b>  A Total of 50 Points is achievable for Company experience in similar completed Projects under Section C1.	Five or More Projects Completed.	Points will only be allocated for Records Management System Design & Implementation related Projects as listed in the schedule requested in item 5.14  Project Information contained elsewhere in the tender submission will <b>not</b> be considered.	50
		Three to Four Projects Completed.		30
		One to Two Projects Completed.		10
C2		Five or More Satisfactory References.	Points will only be allocated for References on similar Records Management Systems Projects in Item 5.14  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><u>Practical Completion Certificates or Appointment Letters do not serve as Reference Letters.</u></b>  If <b>any</b> of the required information does not appear in the Reference, Zero Points will be awarded.  Note that Completion Certificates will not qualify as References and will be awarded Zero Points.	50
		Three to Four Satisfactory References.		30
		One to Two Satisfactory References.		10

**Note regarding the submission of reference letters from JDA for JDA projects :**

Should completed JDA Projects be listed, then bidders are not required to supply Reference Letters for those JDA listed Projects. Point will be awarded if the Projects meet the required criteria (i.e. Records Management Systems Projects completed in the past 5 years) and were satisfactorily completed.

**6.3 Price & 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 BBEE 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 BBEE status per the table under item 7.3.1
- Points scored will be rounded off to the nearest 2 decimal places

**6.3.1 Points Awarded for BBEE Status Level**

Points will be awarded for Empowerment (BBEE), 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
<b>Non-Compliant contributor</b>	<b>0</b>

## Notes:

- 6.3.1.1** "B-BBEE Status Level of Contributor" means the B-BBEE Status received by a Measured Entity based on its Overall Performance using the relevant Scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act (Act No.53 of 2003).
- 6.3.1.2** 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. **IF A COPY IS SUBMITTED IT MUST BEAR AN ORIGINAL CERTIFICATION STAMP. FAILURE TO SUBMIT A BBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBEE.**
- 6.3.1.3** 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.
- 6.3.1.4** 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.
- 6.3.1.5** A Trust, Consortium or Joint Venture will qualify for Points for their B-BBEE Status Level as a Legal Entity, provided that the Entity submits their B-BBEE Status Level Certificate.
- 6.3.1.6** A Trust, Consortium or Joint Venture will qualify for Points for their B-BBEE Status Level as an Unincorporated Entity, provided that the Entity submits their Consolidated B-BBEE Scorecard as if they were a Group Structure and that such a Consolidated B-BBEE Scorecard is prepared for every separate Tender.
- 6.3.1.7** A Person will not be awarded Points for B-BBEE Status Level if it is indicated in the Tender Documents that such a Tenderer intends Sub-Contracting more than 25% of the Value of the Contract to any other Enterprise that does not qualify for at least the Points that such a Tenderer Qualifies for.
- 6.3.1.8** A Person awarded a Contract will not be permitted to Sub-Contract more than 25% of the Value of the Contract to any other Enterprise that does not have an Equal or Higher B-BBEE Status Level than the Person concerned.
- 6.3.1.9** No Tender will be awarded to a Bidder whose Tax Matters are not in order with SARS.
- 6.3.1.10** No Tender will be awarded to a Bidder who is not Registered on CSD.

### 6.3.2 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.

7.3.3 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

### 6.4 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** (e.g. 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** (e.g. more than One Discipline / Service is provided by the same Bidder) is either:

1. The Greater of R12 Million or Six Contracts / Projects in the Current Financial year or
2. 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.

## **7 CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS**

The Completed Tender Document shall be placed in a Sealed Envelope. The words:

**Record Management System**

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, No. 03 Helen Joseph Street (Formerly President Street), Newtown** only between the hours of 08H00 and 17H00.

**The Tender closes at 12h00 on the 18<sup>th</sup> December 2018.**

Bids will be Stamped on Receipt. There will be a public opening of Tenders from 12:00.

### **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.

Unsuccessful Bidders will have the opportunity to query the award or decision within twenty-one (21) calendar days from the day of Notification.

The Tender Offer Validity Period for this Tender is 90 Days.

Queries can be addressed in writing to:

Nokukhanya Makhaye

&

Tumang Bokaba

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

E-mail: [TBokaba@jda.org.za](mailto:TBokaba@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 three years and what is the estimated turnover of current commitments from 1 July 2016 to 30 June 2017 (excl. VAT):**

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

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 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** : .....

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

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

### CERTIFICATION

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date



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

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

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

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

.....  
 Position

.....  
 Name of Bidder

.....  
 Date



---

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

I, the undersigned, in submitting the accompanying bid:

---

*For*  
*Design and Implementation of Ghandi Square East*

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: FORM OF AGREEMENT**

**ANNEXURE G: APPENDICES TO CONTRACT**

**ANNEXURE H: DEMO TAX COMPLIANCE STATUS PIN LETTER**



**TAX COMPLIANCE STATUS  
 PIN Issued**

Enquiries should be addressed to SARS:

**Contact Detail**

SARS Contact Centre Tel: 0800 00 SARS (7277)  
 Alberton SARS online: www.sars.gov.za  
 1528

**Details**

Taxpayer Reference Number: Always quote this reference number when contacting SARS  
 Case Number:  
 Issue Date: 2016/10/25

Dear Taxpayer

**TAX COMPLIANCE STATUS PIN ISSUED**

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	
Trading Name	
Tax Reference Number(s)	
Purpose of Request	Good Standing
Request Reference Number	
PIN	
PIN Expiry Date	25/10/2017

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

**ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE**



Name: \_\_\_\_\_  
 Tax reference No: \_\_\_\_\_  
 Form ID: RPD/TCS  
 Content Version: v2013.01.01

Timestamp: 29454291  
 Year: 2016  
 Page of Page: 01/01  
 Template version: v2013.01.01

**ANNEXURE I : ORGANOGRAM**

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for.

DESIGNATION	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS & EXPERIENCE

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE 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 i.e. Design & Implementation of the Record Management System.

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder                      Date

.....

**ANNEXURE K : 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:

.....

.....

.....

---

**8. Signature**

---

**Date**