



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICE PROVIDERS

CLOSING DATE: 16 September 2020

CLOSING TIME: 12H00

BID DESCRIPTION: APPOINTMENT OF PANEL OF COMMUNITY PARTICIPATION CONSULTANTS

PANEL OF PROFESSIONAL SERVICE PROVIDERS – JDA_CPC002		
Category	Type of CPC	Tick <input checked="" type="checkbox"/>
A	Capital Project CPC	
B	Co-production CPC	

PLEASE INDICATE WHICH CATEGORY THE SUBMISSION IS MADE FOR BY TICKING THE BOX ABOVE.

BIDDERS MAY BID FOR BOTH CATEGORIES IF THEY HAVE THE REQUISITE SKILLS AND EXPERIENCE AS REQUIRED IN THE TECHNICAL TABLE.

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT

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

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

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

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

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department Procurement
Contact Person: Yandisa Dinga YDinga@jda.org.za
Tel: 011 688 7851

ANY ENQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department Stakeholder Engagement
Contact Person: Seipati More SMore@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.

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

BID / RFP NUMBER

BID / RFP DESCRIPTION

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER **CODE** **NUMBER**

CELLPHONE NUMBER

FACSIMILE NUMBER **CODE** **NUMBER**

VAT REGISTRATION NUMBER

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

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

To all our stakeholder

RE: The channels of reporting fraudulent and Corrupt Activities

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

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

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

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

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

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



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

APPOINTMENT OF PANEL OF COMMUNITY PARTICIPATION CONSULTANTS

REQUEST FOR PROPOSALS FROM:

COMMUNITY PARTICIPATION CONSULTANTS

Contract Number: JDA_CPC002

PANEL OF PROFESSIONAL SERVICE PROVIDERS - JDA_CPC002		
Category	Type of CPC	Tick <input type="checkbox"/>
A	Capital Project CPC	
B	Co-production CPC	

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A	:	Business Declaration
B	:	Declaration of Interest
C	:	Declaration of Past SCM Practices
D	:	MBD9 Certificate of Independent Bid Determination
E	:	Particulars of Contracts Awarded by an Organ of State
F	:	Form of Agreement for Appointment of Consultants – For information only, NOT for completion
G	:	Appendices to contract
H	:	Demo Tax Compliance Status Pin Letter
I	:	Organogram
J	:	Schedule of similar completed contracts
K	:	Declaration on state of municipal accounts

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

APPOINTMENT OF PANEL OF COMMUNITY PARTICIPATION CONSULTANTS

Contract Number: JDA_CPC002

The JDA is requesting proposals from experienced service providers who will form a panel and provide Community Participation services for a period of three years. For the following two categories:

PANEL OF PROFESSIONAL SERVICE PROVIDERS - JDA_CPC002		
Category	Type of CPC	Tick <input type="checkbox"/>
A	Capital Project CPC	
B	Co-production CPC	

Queries relating to procurement matters may be addressed to Yandisa Dinga at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: YDinga@jda.org.za

Technical queries or queries relating to the panel may be addressed to Seipati More, e-mail: SMore@jda.org.za

Documents may be downloaded from the JDA's website as follows: www.jda.org.za as well as on www.etenders.gov.za from **17 August 2020**. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

The closing time for receipt of tenders is 12:00pm on **16 September 2020**. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

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

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

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

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

1. INTRODUCTION

1.1. JDA background

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

1.2. JDA's Development Outcomes

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

1.3. Purpose of this Request for Proposal

The JDA to achieve its area based agency mandate, requires the services of community participation consultants to assist in all pre-development work including planning, designing and implementation of its CAPEX and OPEX projects for the next three years. The aim is to allow the JDA to draw on the skills of community participation services to fast-track the in packaging and implementation of catalytic interventions across priority development areas of the City.

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

Individual appointments are invited from following professional services:

- Community Participation Consultants under the following two categories:

PANEL OF PROFESSIONAL SERVICE PROVIDERS - JDA_CPC002		
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A	Capital Project CPC	
B	Co-production CPC	

Proposals for this contract are invited by public tender.

2. PROJECT INFORMATION

2.1. Background of the Assignment

The requirement for noted disciplines are to provide full scope of services for JDA OPEX and CAPEX programs as and when required through a quotation basis.

2.2. Scope of Services:

It is important to note that scope of services for each category builds on the previous category, so Community Participation Consultants under category B are expected to be able to perform all functions of category A consultants.

The following steps are generally required to be performed by experienced Community Participation Consultants in projects, however the request for quotations submitted for each piece of work will specify the necessary requirements for that particular project so that panel members can respond in terms of pricing to those pieces of work.

2.2.1 CATEGORY A CAPITAL PROJECTS

The scope of services will inter alia include the following on Capital Projects at the JDA:

- Stakeholder identification and compilation of an interested and affected parties (IAP) database
- Stakeholder engagement and communication strategy and plan for the project
- Design alternative ways for public meetings and other required meetings during COVID-19 or any other future pandemic or crisis
- Assemble a categorized database of local contacts and maintain and extend this database
- Briefing of the Regional Office/s – CRUM to advise of project

- Briefing of the Ward Councillor/s and / or Ward Committee/s
- Maintenance of the IAP(interested and affected parties) database
- One on one sessions with affected stakeholders
- Conduct focus group meetings
- Ward public meetings
- Establishing, scheduling and administering Project Steering Committees (PSCs)
- Conduct CLO, local labour and SMME registrations
- Compile databases for skilled, semi-skilled and unskilled labour and for SMME's
- Submit CV's for CLO's to Ward Governance for shortlisting
- SMME selection process
- CLO procurement process
 - Induction, monitoring and managing the CLO
 - Induct the CLO
- Ensure CLO is able to generate EPWP reporting as part of the project reporting documents and assist where necessary to intervene to collect such information from the main contractor
- Monitor the performance of the CLO and manage the CLO in terms of their reporting quality and deadlines, use of the labour database, feedback at public meetings etc.
- Assist with SMME and labour issues as they arise
- Report on progress in terms of SMME expenditure and performance
- Project team meetings and site progress meetings
- Monthly reports on the stakeholder engagement process, issues and resolutions
- A synthesized and organised electronic filing system containing all project documentation. This should be maintained and updated throughout the project; and copied to the JDA quarterly, with a final transfer of all the catalogued files at the conclusion of the project. Must include all information on appointed SMMEs
- Close Out Report on complete stakeholder engagement process in word and powerpoint format

2.2.2 CATEGORY B: CO-PRODUCTION

Co-production

From Wikipedia, the free encyclopedia

Co-production is a form of knowledge production based on the dynamic interaction between technology and society; where technical experts and other groups come together, with their different ways of viewing and analyzing the world and, in the process, generate new knowledge and technologies.[1] It has a long history, particularly arising out of radical theories of knowledge in the 1970s and, beyond science and technology studies, is often applied to public services and administration and forms the basis of participatory development.

Co-Production Community Participation Consultants will be required to work on Planning, Studies, Investigations and Assessments.

The scope of work will include:

- Stakeholder identification and compilation of an interested and affected parties (IAP) database
- Stakeholder engagement and communication strategy and plan for the project

- Design alternative ways for public meetings and other required meetings during COVID-19 or any other future pandemic or crisis
- Develop co-production plan- detailing methodology and timelines
Detailed plan of how stakeholders will be engaged in the planning phase in particular, but through the project. The plan must include detail about the methods to be used and an envisioned stakeholder project plan with timelines. The plan must include communication methods as well including use of traditional and social media.
- Co-production engagement strategy including focus groups, individual interviews, design workshops, open days, activation programmes (particular focus on vulnerable groups women, children, homeless, informal settlement dwellers and the elderly)
- Assemble a categorized database of local contacts and maintain and extend this database
- Briefing of the Regional Office/s – CRUM to advise of project
- Briefing of the Ward Councillor/s and / or Ward Committee/s
- Maintenance of the IAP(interested and affected parties) database
- One on one sessions with affected stakeholders
- Conduct focus group meetings
- Ward public meetings
- Establishing, scheduling and administering Project Steering Committees (PSCs)
- Conduct co-production workshops
- Scenario Testing/ Tactical Urbanism
- A thorough and meaningful stakeholder engagement that talks to gleaning information from the community/residents/other stakeholders to help co-create the development of a viable sustainable precinct development
- Prioritisation engagement process such as participatory budgeting
- Communication strategy
- Establishing and running social media platforms as key engagement tool
- Establish Stakeholder and Technical forums that meet on regular basis to shape precincts/neighbourhoods including the capacitation of community members and officials to continue these forums beyond the project where required
- Recording of process using different methods (including videos, photoessays and podcast formats)
- Advertising calls for proposals and quotes from the local community where required (particularly, but not exclusively required for data collection on key projects where community members and SMMEs are required to assist with these processes) in a comparative format; evaluate, appoint and provide training, monitoring and reporting of these processes.
- Development of Community Participation Reports (indicating methods, stakeholders and analysis of feedback received in engagement process). This is often a formal requirement of Precinct Plans, Urban Development Frameworks and sectorial plans.
- Monitoring and evaluation process to allow for lessons learnt from the engagement process

2.3. Management of this Assignment

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

Service providers must supply sufficient information in the respective service categories or category applied for. Service providers that wish to be appointed as professional service providers must:

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

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

To note:

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

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

- Will be agreed, finalised and signed by both the JDA and the service provider
- Set out deliverables, timeframes and maximum level of effort (budget) for the service provider will be agreed upon.
- Authorization of the service provider to commence with the provision of the requested service shall be granted.
- Payment will only be made for services rendered according to the IPW.

3. APPOINTMENT

The JDA is requesting proposals from the following professional services.

- Community Participation Consultant

The scope and nature of works anticipated to be undertaken under this appointment includes the services as required for civil, building and structural engineering projects and studies including Urban Development Frameworks, Precinct Plans, Sectoral Plans.

3.1. Notes

- 3.1.1. Multi-year appointments will be dependent on performance and budget availability.
- 3.1.2. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 3.1.3. The JDA reserves the right to ask tenderers to replace any member/s of the proposed members of the service provider if they do not meet the JDA requirements.
- 3.1.4. Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices which are attached as Annexure J for information purposes.
- 3.1.5. The JDA reserves the right to invite any bidder to an interview. The interview will form part of the tender evaluation process. Tenderers must note that they will be required, at short notice, as and when necessary to attend (a) presentations at the JDA, COJ, and other local stakeholders; (b) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal when requested to submit quotations.
- 3.1.6. Tenderers must also note that revisions to any deliverable may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal.
- 3.1.7. The appointment as a profession service provider will be to render the services for a period of three financial years as and when the services are required and will be dependent on satisfactory performance and budget availability.
- 3.1.8. Tenderers will be required to take cognisance of the role of the other professionals as described in this proposal call and work coherently with them where required.
- 3.1.9. All milestone products in addition to the final document and all associated map work, models and statistical work will become the property of the Johannesburg Development Agent and City of Joburg.
- 3.1.10. Regarding any conflict of interest, the JDA abides by National Treasury SCM regulations¹:**
 - 3.1.10.1. Consultants are required to provide professional, objective and impartial advice at all times and hold the client's interests paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests. Consultants should not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that

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

may place them in a position of not being able to carry out the assignment in the best interest of the State. Without limitation on the generality of this rule, consultants should not be hired under the following circumstances:

- 3.1.10.2. A firm, which has been engaged by the accounting officer/authority to provide goods or works for a project and any of its affiliates, should be disqualified from providing consulting services for the same project. Similarly, a firm hired to provide consulting services for the preparation or implementation of a project and any of its affiliates, should be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services as described below) for the same project, unless the various firms (consultants, contractors, or suppliers) are performing the contractor's obligations under a turnkey or design-and-build contract;
- 3.1.10.3. Consultants or any of their affiliates should not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants hired to prepare an engineering design for an infrastructure project should not be engaged to prepare an independent environmental assessment for the same project, and consultants assisting a client in the privatization of public assets should not purchase, nor advise purchasers of such assets.
- 3.1.11. The JDA reserves the right not to make an appointment for one or any of the categories of services.

4. PROPOSAL CONTENT

The bidder's submission must provide the JDA with sufficient information to enable the Employer to make a sound and fair evaluation of the proposal. It must clearly indicate the experience, capability and capacity of the bidding entity to undertake the project/s.

The following minimum documentation and information must be provided.

- 4.1 On appointment a certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value of a claim in an insurance period, the applicable excess and the expiry date.
- 4.2 A latest copy of the bidding entity's municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity.
- 4.3 A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project AND audited financial statements for the past three years.
- 4.4 Details of Director's/Partner's/Members and Shareholders.
- 4.5 A schedule of completed contracts of a similar nature. Details to be provided in the schedule must include:
 - Description of the project
 - Name of Employer/Client and representative with contact details
 - Cost of the works
 - Fee for services
 - Date of completion
- 4.6 A schedule of current contracts of a similar nature with details as enumerated .
- 4.7 A schedule of contracts awarded by an organ of state during the past five (5) years with details.
- 4.8 A detailed project organogram identifying the entity's management structure and all staff resources to be employed on the project/s and the percentage time allocation of the staff to the project/s. The curricula vitae of the proposed personnel are to accompany the organogram and are to include certificates of professional qualifications.
- 4.9 Company registration documents.
- 4.10 The forms A to K annexed, must be scrutinized and completed in full.
- 4.11 Tenderers are to submit 2 copies of their proposal/s (1 original plus 1 copy)

Notes in respect of Consortiums and Joint Ventures

- Each party to a Consortium and Joint Venture is to submit the requisite document and/or information requested in items above.
- An Agreement or Heads of Terms recording the arrangement between the parties to the Consortium/Joint Venture is to be submitted with the proposal.
- The lead consultant must be identified in the proposal.

5. ASSESSMENT CRITERIA

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

5.1. Compliance

Bidder's will be disqualified for the following cases:

- If any of its directors are listed on the JDA register of defaulters;
- In the case of a bidder who during the last five years has been terminated on previous contracts with the JDA;
- Who did not complete, in full, the tender offer page (ie. priced, all registration numbers provided and signed);
- Who did NOT indicate which category is being bid for;
- Who's tender document has been completed in pencil;
- Who's tender document has been faxed;
- Who's tender document has been received after the closing time;
- Who's tender document has not been deposited in the tender box at the time of closing;
- Who did not comply with any other requirement as set out in the tender specifications;
- Who is in the employment of the state.

Submissions will be evaluated on the following criteria:

5.2. Technical

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

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

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

Tenderers will have to submit compliant documents and score a minimum of **161 points (70%) out of possible 230 points** in the technical evaluation in order to be considered further in the evaluation process.

Points will only be allocated for key returnable documents submitted.

CATEGORY A & B

A. Key Returnable Documents		Points
	Valid BBBEE status level certificate	Y
	Company registration documents	Y
	CTS letter from SARS	Y
	Current municipal rates account / affidavit	Y
	2 Years audited financial statements	Y
	Certified copies of identity documents	Y
	Annexure A completed in full and signed	Y
	Annexure B completed in full and signed	Y
	Annexure C completed in full and signed	Y
	Annexure D completed in full and signed	Y
	Annexure E completed in full and signed	Y
	Annexure F completed in full and signed	Y

CATEGORY A: CAPITAL PROJECT CPC

COMMUNITY PARTICIPATION CONSULTANT EXPERIENCE & QUALIFICATIONS		Points
Lead / Senior Community Participation Consultant CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	5 Years' or greater lead Community Participation Consultant on projects and should also demonstrate skills in report writing, communication and computer skills.	80
	Between 2 and 4 years' lead Community Participation Consultant on projects and should also demonstrate skills in report writing, communication and computer skills.	50
	Less than 2 years lead Community Participation Consultant on projects and should also demonstrate skills in report writing, communication and computer skills.	30

Request for proposals: APPOINTMENT OF PANEL OF COMMUNITY PARTICIPATION CONSULTANTS

<p>Lead / Senior Community Participation Consultant NQF level 6 and above in a related field Humanities or Social and Community Development or Marketing and Communications or Built Environment</p>	<p>Proof of qualification must be provided to obtain the points</p>	<p>20</p>
<p>Assistant / Junior Community Participation Consultant CV's must show projects, values, roles played and period. The community participation consultant should also demonstrate skills in report writing, communication and computer skills. If any information is not contained in the CV then zero points will be awarded</p>	<p>2 Years' or Community Participation Consultant on complex projects</p>	<p>20</p>
<p>Assistant / Junior Community Participation Consultant NQF level 4 (Matric) and above</p>	<p>Proof of qualification must be provided to obtain the points</p>	<p>10</p>
<p>TOTAL</p>		<p>130</p>
<p>COMMUNITY PARTICIPATION CONSULTANT PROJECTS & REFERENCES</p>		
<p>Completed Projects Community Participation Consultant providing community participation services on projects</p>	<p>5 or more projects</p>	<p>50</p>
	<p>3-4 projects</p>	<p>30</p>
	<p>1 or 2 projects</p>	<p>10</p>
<p>References Points will only be allocated for having rendered the required Community Participation services on completed projects Reference letters must be on a client letterhead or a document stamped and signed by the client and must include the name / description of the project and it must confirm the services rendered on the above, the value of the works, the date completed and a comment of the level of satisfaction with the service. If any of the required information is not contained in the reference then zero points will be awarded</p>	<p>Five and more satisfactory project for references</p>	<p>50</p>
	<p>Three to four satisfactory project references for references</p>	<p>30</p>
	<p>One to two satisfactory project references for references</p>	<p>10</p>
<p>TOTAL</p>		<p>100</p>

CATEGORY B: CO-PRODUCTION CPC

COMMUNITY PARTICIPATION CONSULTANT EXPERIENCE & QUALIFICATIONS		Points
<p>Lead / Senior Community Participation Consultant</p> <p>CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded</p> <p>Co-production includes the meaningful engagement of stakeholders such that local actors form part of designing interventions for the neighbourhood. This involvement means going beyond community meetings or one on one meetings to include for example design workshops, historic storytelling to share historic and future visions of the space, participatory budgeting forums, thematic workshops to look at specific solutions, use of social media to get input and share information about the space and use of multiple media platforms- art, theatre, radio, podcasts, infographics, videos etc. It may also include physically testing design scenarios in a space for a period of time to test its efficiency before implementation i.e. tactical urbanism.</p>	8 Years' or greater lead Community Participation Consultant on complex projects	50
	Between 7 and 4 years' lead Community Participation Consultant on complex projects	30
	Less than 4 years lead Community Participation Consultant on complex projects	10
	Experience as lead Community Participation Consultant on 3 or more projects where innovative co-production methods have been used. Must indicated on the CV which projects included co-production or as Annexures include images and/ or reports on co-production methods used	30
	Experience as lead Community Participation Consultant on 2 projects where innovative co-production methods have been used. Must indicated on the CV which projects included co-production or as Annexures include images and/ or reports on co-production methods used	20
	Experience as lead Community Participation Consultant on 1 project where innovative co-production methods have been used. Must indicated on the CV which projects included co-production or as Annexures include images and/ or reports on co-production methods used	10
<p>Lead / Senior Community Participation Consultant</p> <p>NQF level 6 and above in a related field Humanities, Social and Community Development and/ or Built Environment</p>	Proof of qualification must be provided to obtain the points	20
<p>Assistant / Junior Community Participation Consultant</p> <p>CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded</p>	3 Years' or Community Participation Consultant on complex projects	20
<p>Assistant / Junior Community Participation Consultant</p> <p>NQF level 5 and above</p>	Proof of qualification must be provided to obtain the points	10
	TOTAL	130
COMMUNITY PARTICIPATION CONSULTANT PROJECTS & REFERENCES		
Completed Projects	5 or more projects	50
	3-4 projects	30
	1 or 2 projects	10

Community Participation Consultant providing community participation services on projects		
References Points will only be allocated for having rendered the required Community Participation services on completed projects Reference letters must be on a client letterhead or a document stamped and signed by the client and must include the name / description of the project and it must confirm the services rendered on the above, the value of the works (including framework, studies and pre-feasibilities), the date completed and a comment of the level of satisfaction with the service. If any of the required information is not contained in the reference then zero points will be awarded	Five and more satisfactory project for references	50
	Three to four satisfactory project references for references	30
	One to two satisfactory project references for references	10
	TOTAL	100

5.3. Risk Tolerance

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

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above, in other words whether it falls within the ambit of the Risk Tolerance Framework as acceptable. JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

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

Unsuccessful bidders will have the opportunity to query the award within 21 working days of the publication of the successful bidder on the JDA website.

The Risk Tolerance Framework will be applied to submissions received once IPW have been issued to successful panel members and will not be applied at this stage of the panel appointment.

6. CLOSING DATE TIME AND VENUE FOR SUBMISSIONS

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

The words / Ref:

PANEL OF COMMUNITY PARTICIPATION CONSULTANTS
: JDA_CPC002- must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street, Newtown** only between the hours of 08H00 and 17H00, but at 12H00 on the day of closure.

This tender will close on the 16 September 2020

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:

Department	STAKEHOLDER ENGAGEMENT
Contact Person:	Seipati More smore@jda.org.za

Form A: Business Declaration

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Postal Address :

Physical Address :

Telephone :

Fax :

Contact Person :

Cell Phone Number :

E-Mail Address :

Company/enterprise Income

Tax Reference Number ** :

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

VAT Registration Number :

Company Registration Number:

1. Type of Firm

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

(Tick One Box)

2. Principal Business Activities

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

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

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

.....
.....

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

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

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

Full Time:

Part Time:

7. What is the enterprise's latest annual turnover (excl. VAT): R.....

8. List the personnel or firms who provide the following services:

SERVICE	NAME	CONTACT PERSON	TELEPHONE
ACCOUNTING			
LEGAL			
AUDITING			
BANKING			
INSURANCE			

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

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	CONTRACT AMOUNT	EXPECTED COMPLETION (MONTH & YEAR)

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

BANK DETAILS

I/We hereby request and authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorized will be processed by computer through a system known as the "ACB Electronic Fund Transfer Service" and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving 30 days notice in writing.

BANK:

BRANCH:

BRANCH CODE:

ACCOUNT NUMBER:

ACCOUNT HOLDER:

TYPE OF ACCOUNT:

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

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

FORM B : DECLARATION OF INTEREST

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

3.1 Full Name:

3.2 Identity Number:

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

.....

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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.

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

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
- 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? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

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

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER

FORM D: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

JOHANNESBURG DEVELOPMENT AGENCY

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or

(f) bidding with the intention not to win the bid.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Request for proposals: APPOINTMENT OF PANEL OF COMMUNITY PARTICIPATION CONSULTANTS

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR OF COMPLETION

.....
SIGNATURE

(of person authorised to sign on behalf of the Tenderer)

.....
DATE

Organ of State means-

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



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Johannesburg Development Agency

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