



a world class African city



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## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS from Occupational Health & Safety Consultants

Kindly furnish me with a written quotation for the supply of the following :

**The implementation and maintenance of the Occupational Health and Safety Compliance Management System for Westgate Station Precinct Public Environment Upgrade Project : Phase 2.**

**The contract period is approximately 7 months commencing October 2012 and ending on 30 April 2013.**

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The quotation must be submitted on the letterhead of your business and **deposited by hand in the tender box at the offices of the JDA, 3 President Street, The Bus Factory, Newtown** not later than **12h00 on Tuesday 9 October 2012.**

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The following conditions will apply:

- Tenderers are to submit quotations per the requirements outlined under "Presentation of Quotations" below
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- The following forms : Offer Page, Consultants Declaration, Declaration of Interest, Declaration of Bidder's Past Supply Chain Management Practices, Particulars of Contracts Awarded by an Organ of State, MBD9 Certificate of Independent Bid Determination; must be scrutinised, completed, and submitted together with your quotation.
- Quotations will be evaluated on the following criteria (i) technical, (ii) BBBEE Status Level, (iii) 80/20 Price BBBEE preference point system.

NB: No quotations will be considered from persons in the service of the state<sup>1</sup>

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

**Joy Jacobs**  
**Development Manager**  
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**Building a better city**

**Directors**

L. Vutula (Chairperson) A. Roriston L. Matlhape D. Lewis N. Lila D. Naidu P. Masilo T. Mendrew (Acting CEO) A. Goldsmith (Company Secretary)  
Registration Number: 2001/005101/07

<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 an employee of Parliament or a provincial legislature

## 1. BACKGROUND

The Westgate Precinct is located in the South-Western corner of the Johannesburg inner city and is characterized by a multimodal public transport interchange located centrally within the precinct and it has some of the last open and developable land within the inner city. The precinct is roughly bounded by Main Reef / Commissioner Streets in the North, turning south at Ntemi Piliso Street on the east, turning east at Anderson Street in the north, turning south at Loveday Street in the east, Trump Street in the south and Western Boulevard in the west.

Upgrade initiatives will aim to create a visual and physical gateway to the Johannesburg inner city and transform the precinct into a high intensity Transit-Oriented Development node by focusing on :

- Improved walkability and legibility to encourage walking through the provision of safe and convenient pedestrian routes towards and between public transport, places of work, and other facilities.
- Improved circulation within the precinct
- Improved access to the precinct
- Unique and quality public spaces through upgrade and beautification of existing spaces and establishment of new ones where proposed.

The detailed design work and implementation of identified upgrade initiatives will be phased over three financial years from 2011/12 with final completion in 2013/14. In 2011/12 the JDA implemented the first phase of the three year project which involved the following work :

- A Traffic Impact Assessment (TIA) of the entire precinct, based on the SDF.
- A conceptual design of the entire precinct that identified design standards for the precinct.
- The design of a heritage trail through the precinct, in connection to the Newtown heritage walking trail.
- Phase 1 detailed design and implementation of identified initiatives.

Phase 2 of this project will continue on a block-by-block basis in 2012/13 by implementing the full range of public environment upgrade initiatives for selected street blocks which may include road narrowing and pedestrianisation. The upgrade will include the refurbishment or development of gateways, open spaces, and parks or recreational spaces.

## 2. SCOPE OF WORK

The project's scope of works will include (but is not limited to) the following :

- Demolition: Demolition and spoiling or stockpiling (as per instruction) of existing kerb lines, sidewalk paving, gravel and grassed areas, road pavement, trees, foliage, street signs, bins, benches and other street furniture.
- Services: Reinstatement and repairs of existing stormwater services. Construction of concrete borders and edge beams against buildings and other features.
- Layerworks: Construction of layerworks from insitu and imported materials as well as the stabilisation (lime or cement) thereof.
- Kerbing and Channeling: Construction on precast kerbing and cast insitu channels and edge beams, and the construction of driveways, wheel chair and access ramps.
- Paving and Surfacing: Construction of patterned block paving as specified by the architect to accommodate pedestrian and / or vehicular traffic. Construction of asphalt road surfacing as may be required.
- Signage and Road Markings: Supply and Installation of statutory, information and way finding signage and placing of road markings.

## 3. THE DELIVERABLES

The OHS consultant is required to have the relevant skills, experience, and capacity to deliver the following items in the required timeframe :

- 3.1. Assessment and the analysis of the potential risk attached to the project
- 3.2. Development of a project specific health and safety specification
- 3.3. Evaluation and approval of the principal contractor's health and safety plan
- 3.4. Visits to site to conduct regular monitoring audits
- 3.5. Attend one technical meeting for presentation of the audit report per month x 7 months
- 3.6. Conduct a final compliance audit on completion of the project and submit a close-out report

## 4. PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (**not to exceed 15 pages**) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the project successfully. The report should **use the same item numbers as below** for the required sections of the report.

The following information must be clearly spelt out :

- 4.1. **BRIEF** company background, lists of similar projects (including client name, contact person, telephone number, value of the project, and the OHS consulting fee value, nature of the project, required deliverables for the OHS consultant).
- 4.2. Provide an organogram for the **individuals who will be assigned to this project**, note their roles for this project, as well as their qualifications and the number of years of experience in the field of occupational health and safety consulting on construction projects. Include their specific relevant project experience [project description, role and responsibilities, project value]. **DO NOT** send copies of certificates, testimonials etc.
- 4.3. Tenderers are to illustrate where the proposed team is currently committed and what percentage of their time is spent on said commitments. The value of each commitment must also be declared as well as a percentage estimate of the time planned to be dedicated to this project.
- 4.4. Applicants are required to submit detailed quotations based on the abovementioned deliverables [item 3] defined in rand terms. Applicants are to illustrate the fee proposal linked to each deliverable. All disbursements, etc are to be **included** in the quotations. A **TOTAL CONTRACT SUM** must be provided in order to qualify for evaluation.
- 4.5. A valid **ORIGINAL** Tax Clearance Certificate. Copies will not be accepted.
- 4.6. A copy of the tenderer's municipal rates account for the month of September 2012 in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements will NOT suffice.
- 4.7. An original and valid BBBEE status level verification certificate or a certified copy thereof. 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.
- 4.8. An original / certified copy of a letter from the tenderer's bank confirming account information or a cancelled cheque.
- 4.9. The abovementioned forms, must be scrutinized, completed and submitted together with your quotation.

## 5. ASSESSMENT CRITERIA

Submissions will be evaluated on the following criteria :

- Technical
- BBBEE status
- Price / BBBEE

## 5.1 Technical

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

5.1.1 compliance: tenderers will be disqualified for failure to attach an original and valid tax clearance certificate, for failure to complete the OFFER page in full, for failure to submit a price as requested.

5.1.2 responsiveness: refers to the provision of items requested under item 4 above.

5.1.3 capability: refers to the qualifications and previous relevant experience of the proposed team members. CV's must clearly indicate qualifications, information on what projects the individual has worked on, in what role, duties, and value of project. The information provided will be evaluated in the context of the requirements of the proposed project.

5.1.4 previous experience: refers to the bidder's past experience in delivering projects of a similar nature and size to the one being tendered for.

5.1.5 capacity: relates to the bidder's ability to deliver the project on time, within budget, and according to the required specification. Accordingly the bidder's current commitments, availability of suitably qualified professionals to execute the works will be considered, as well as the tenderers financial standing and commercial risk level.

## 5.2 BBBEE Status

Having completed a technical evaluation, points will be awarded for empowerment (BBBEE), in accordance with the Preferential Procurement Regulations 2011 published in Government Gazette No. 34350 dated 8 June 2011. The following table is applicable in this regard :

B-BBEE Status Level Of Contributor	Number of Points
	Tenders up to R1 million
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
<b>Non-Compliant contributor</b>	<b>0</b>

Notes :

5.2.1 "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).

- 5.2.2 Tenderers must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.
- 5.2.3 Bidders with annual total revenue of R5 million or less qualify as exempted and must submit a certificate ; issued by a registered auditor, accounting officer or an accredited verification agency.
- 5.2.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 5.2.5 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.
- 5.2.6 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.
- 5.2.7 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.
- 5.2.8 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.

### **5.3 Price and Empowerment**

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's 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 R1 million

- 80 points are assigned to price
- Up to 20 points are assigned to BBEE status per the table under item 5.2