



a world class African city



City of Johannesburg
Johannesburg Development Agency

No 3 President Street
The Bus Factory
Newtown
Johannesburg, 2000

PO Box 61877
Marshalltown
2107

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

www.jda.org.za
www.joburg.org.za

Date: 06 July 2012

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish us with a written quotation for the supply of the following goods/ services

Quantity Surveying Services for the Orlando East Public Environmental Upgrade

Project Overview

Area-based regeneration in townships is a priority for the City of Johannesburg and township renewal is critical for development within the framework of the City's Growth and Development Strategy and the Integrated Development Programme. Orlando East is a project that is being implemented by the JDA, given its significance from a heritage perspective, the location of the Orlando Stadium, its location on the Rea Vaya BRT route, its proximity Vilakazi Street and the Orlando Ekhaya projects.

The Orlando East Station Precinct is of great significance to the surrounding communities due to its good accessibility and range of public amenities. The area is undergoing major infrastructure changes through the BRT system and redevelopment of the Orlando East railway station. These changes have dramatically altered the role and experience of the area.

As part of the Urban Design Framework (UDF), the Orlando East Station Precinct was identified as a major project which led to the drafting of the Orlando East Station Precinct Urban Design Framework and which broadly identified the interventions below.

The objectives of the Orlando East Precinct project are:

- Integration of the area's local economy with that of other parts of Soweto
- Creation and upgrading of existing business opportunities
- Socio-economic improvements to the area

This section scope of works entails:

- Earthworks
- Layerworks
- Paving
- Roadworks
- Stormwater
- Landscaping and street furniture
- Street lighting

Preferences are offered to tenderers who have Black Equity Ownership, Black Executive Management and General Workforce participation.

Building a better city

Directors

G. Simelane (Chairperson) P. Kubu N. Lila B. Majola P. Mashiane P. Masilo D. Naidu A. Rajah W. Thwala T. Mendrew (Acting CEO)
A. Goldsmith (Company Secretary)

Registration Number: 2001/005101/07

The quantity surveyor is required to be registered with an appropriate professional body, and to have the relevant professional accreditation, skills, experience, and capacity to deliver the scope of work within the required time frame. The quantity surveyor is required to **provide only Stages 4, 5 & 6.**

Any adjustment to the fee based on the final Cost of the Works will be determined from the tables and guidelines set out in the **Tariff of Professional Fees prepared by The South African Council for the Quantity Surveying Profession (current edition - 2011)**

FEE APPORTIONING

Stage 4: DOCUMENTATION AND PROCUREMENT	20%
Stage 5: CONSTRUCTION	60%
Stage 6: CLOSE OUT	20%

Please refer to Appendix 1 for the full scope of services under stages 4, 5 and 6.

PRICING

- Quantity Surveyors

The quantity surveyors and must submit fee proposals to render the full scope of services as outlined above. Said proposals must be based on the estimated cost of construction works as indicated below:

No	Discipline	2012/2013
1.	Quantity Surveyors	R4,000,000.00

Notes

- All construction values are subject to change (increase or decrease) depending on the requirements and circumstances of the project. However the fee calculation submitted by the tenderers on tendering will determine the fee due. **The calculation method** including any percentage discounts are to remain fixed irrespective of an increase or decrease in construction value.
- All bidders must indicate if multiple contracts procurement will attract any additional costs and provide the applicable value with a detailed breakdown/basis of such additional costs.
- Fees **must** include standard disbursements.
- In determining fees, tenderers must take cognisance of the duplication and repetitive nature of the envisaged design work.
- Tenderers must ensure that the final fee value is correctly carried over to the "OFFER" page. The value depicted on the offer page will be regarded as the tendered amount.

- Successful tenderers will be remunerated in accordance with the offer submitted and the JDA's Standard Form Agreement.
- Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- Tenderers 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.
- 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.
- Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices.

PRESENTATION OF PROPOSALS

Submissions are to consist of a short (not to exceed 50 pages) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the proposal as well as the experience, capability and financial standing of the applicant to undertake and manage the project successfully. The report should address the requirements in the proposal call document and **use the same item numbers as below** for the required sections of the report. The following information must be clearly spelt out:

- Company Background, lists of **SIMILAR (not all)** projects including client name, contact person and telephone number, description of the works, and value of the works on which the company's fee was based.
- Details of directors and shareholders (and members in the case of close corporations). In the case of wholly owned subsidiaries details of the holding company must also be provided.
- List of projects carried out for an organ of state in the last five years.
- Provide an organogram of the individuals to be involved on this project and note their designations. Attach detailed résumés of said individuals. A company profile showing all members' CV's is not acceptable in this regard but may be submitted in addition to the specific requirement above.
- A detailed statement of the applicant's approach and methodology for accomplishing the assignment. This section should show the tenderer's understanding of the process and input required towards the completion of the required services.
- Applicants are required to submit detailed fee proposals based on the requirements set out in the above items and ensure that the final fee value is correctly transferred to the "OFFER" page.
- The applicant's SMME status.

- A **certified copy** of the organisation's Professional Indemnity Insurance indicating the value per claim, excess, and expiry date. A minimum cover of R 2 000 000.00 is required.
- An **original valid** Tax Clearance Certificate.
- An **original or certified copy** of a valid B-BBEE status level verification certificate substantiating the entities B-BBEE rating.
- A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project.
- A statement of the company's turnover per annum over the last 3 years and also a statement of estimated turnover of current commitments from 1 July 2012 to 30 June 2013.
- 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.
- Company's and individuals' memberships to professional bodies.
- The annexures to this RFP must be completed in full. If additional relevant information is to be included, attach same **directly** behind the page of the annexure to which the information applies (references in the RFP to other documentation attached in any other positions to that stipulated will **NOT** be considered).
- **The "OFFER" page must be completed in full and signed.**
- Tenderers are required to submit **2 copies** of their proposals (1 original plus 1 copy).

Note for consortium and joint ventures

- The items above are to be addressed and completed by **EACH** member of the consortium or joint venture;
- 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.
- An Agreement or Heads of Terms recording the arrangement between the parties to the Consortium/Joint Venture is to be submitted with the proposal.
- A lead consultant is to be appointed and noted in the submission

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

The quotation must be submitted on the letterhead of your business and delivered - by hand not later than Friday **12h00 on 13 July 2012** – to the JDA's offices, Ground Floor, The Bus Factory, 3 President Street, Newtown, Johannesburg.

The project duration is estimated to be six (6) months.

The following conditions will apply:

- A valid Tax Clearance Certificate must be submitted
- Original and Valid B-BBEE status level verification certificate or a certified copy thereof.
- Copy of the latest municipal account
- 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.
- If the price quoted is above R 30 000 inclusive of VAT), the quotation will be evaluated in terms of the 80/20 preference point system.
- The Declaration of Interest and the MBD9 are enclosed and must be scrutinized, completed and submitted together with your quotation.

POINTS AWARDED FOR B-BBEE STATUS LEVEL

The points allocated to a tenderer will be in accordance with the **Preferential Procurement Regulations, 2011** published in *Government Gazette No. 34350 dated 8 June 2011*.

The Preference Point System will be applied as follows.

- 80 points are assigned to price
- Up to 20 points are assigned to B-BBEE status

The following table is applicable.

B-BBEE Status Level Of Contributor	Number of Points
	80/20
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

Notes :

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).
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.
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.
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. 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. 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.
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.
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

NB: No quotations will be considered from persons in the service of the stateⁱ

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Tanduxolo Ntoyi
Assistant Development Manager
011 688 7868

tntoyi@jda.org.za

¹ * 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.

All procurement processes are done in terms of the JDA Supply Chain Management Policy and Municipal Finance Management Act and its regulations as issued by the National Treasury. Suppliers are encouraged to familiarize themselves with the documents as stated above before doing business with us.

The JDA Supply Chain Management Policy can be viewed on the JDA web site, www.jda.co.za and www.treasury.gov.za

PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (not to exceed 30 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 :

1. Company Background, lists of **similar** (not all) projects including client name, contact person and telephone number, list of projects awarded by an Organ of State over the last five years.
2. Provide an organogram of the **individuals to be involved on this project** and note their designations. Attach detailed résumés of **said individuals**. A company profile showing all members CV's is **not acceptable**.
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. Applicants are required to submit detailed quotations based on identifiable deliverables defined in rand terms. Applicants are to submit a cash flow which illustrates the fee proposal linked to deliverables. All disbursements, etc are to be **included** in the quotations. Tenderers are to provide a detailed summary of their proposed services.
5. The applicant's SMME status.

To all our stakeholder

RE: The channels of reporting fraudulent and Corrupt Activities

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

We encourage all people doing business with the Johannesburg Development Agency to report any corrupt or illegal practice.

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

1. Free confidential Ethics Line: 0800 555 836 (24 hour, seven days a week)
2. E-Mail address: fraud@kpmg.co.za
3. Confidential fax line: 0800 200 796
4. Posted free-of-charge to : KPMG Hotpots, BNT371, P O Box 14671, Sinoville, 0129



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

DECLARATION OF INTEREST

1. No bid / quotation 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/quote. In view of possible allegations of favouritism, should the resulting bid/quote, 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 and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid/ quotation.
 - 3.1 Full Name:
 - 3.2 Identity Number:
 - 3.3 Company Registration Number:
 - 3.4 Tax Reference Number:
 - 3.5 VAT Registration Number:

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

3.6.1 If so, furnish particulars.

.....
.....

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

3.7.1 If so, furnish particulars.

.....
.....

3.8 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/ quotation?

YES / NO

3.8.1 If so, furnish particulars.

.....
.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any
persons in the service of the state who may be involved with the evaluation and or
adjudication of this bid/ quotation?

3.9.1 If so, furnish particulars

.....
.....

3.10 Are any of the company's directors, managers, principle
YES / NO
shareholders or stakeholders in service of the state?

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors,

YES / NO

managers, principle shareholders or stakeholders in service of the state?

3.11.1 If so, furnish particulars.

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.
I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS

DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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:

INITIALS & SURNAME

AUTHORISED SIGNATURE

DATE

MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 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 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

Particulars of Contracts awarded by an Organ of State during the last 5 years
(In the event of insufficient space, kindly attach documentation)

EMPLOYER	NATURE OF WORK	VALUE OF WORK	YEAR OF COMPLETION

Company Name:.....

SIGNATURE: **DATE:**
(of person authorised to sign on behalf of the organisation)