

Request for formal written price quotations

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

ENVIRONMENTAL IMPACT ANALYSIS (EIA) CONSULTANCY SERVICES

TENDER NOTICE AND INVITATION TO TENDER

The Johannesburg Development Agency (JDA) is doing an upgrade and construction of four CoJ Clinics. We are therefore requesting for written proposals for Environmental Impact Analysis for the 4 Clinics. Your quotation must be hourly based.

Applicants from experienced companies are hereby invited to serve as EIA consultants for the EIA study for the four identified clinics in the current financial year – 2011/2012.

The implementation of this project, should significantly improve the quality and accessibility to the health facilities in the different regions within the City of Joburg.

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

The quotation must be submitted on a 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 **10h00 on Tuesday, 13 December 2011.**

Queries relating to the issue of these documents may be addresses to Ms Seipati More, Tel (011) 688 7860, Fax (011) 688 7899, e-mail, smore@jda.org.za

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted.

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

The completed proposals must be placed in a sealed envelope with the words below written on the envelope:

“Tender for the upgrade of the COJ Clinics: Environmental Impact Analysis

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 the successful tenderer.

The following conditions will apply:

A valid Tax Clearance Certificate must be submitted

- 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 as prescribed in the Preferential Procurement Policy

Framework Act (No 5 of 2000). For this purpose the Declaration of Interest and the BEE Forms are enclosed and must be scrutinized, completed and submitted together with your quotation.

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

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Seipati More

Development Manager

011 688 7860

smore@jda.org.za

2. PROJECT INFORMATION

2.1 Background

The City of Johannesburg wishes to develop and upgrade some of the clinics based in different areas of the city. The City wishes to produce a high-quality health environment by the upgrade of the clinics. The clinics will offer an improved health environment and improved accessibility to health facilities by the community.

2.4 Location

The Clinics are situated in the following areas:

- Mpumelelo Clinic: - Ivory Park, Ext 2
- Davidsonville Clinic: - Davidsonville Roodepoort
- Freedom Park New Clinic- Klipspruit
- Petervale Clinic: - Cnr Witkoppes and Cambridge roads Sandton

3. APPOINTMENT

3.1 Notes

- 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 the other professionals where required
- The JDA reserves the right to ask for any member/s of the team to be replaced if they do not meet the JDA's requirements.
- Successful tenderers will be required to sign the JDA's Standard Form of Agreement and appendices which are will be prived on appointment

3.2 Notes:

This value is 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** is to remain fixed irrespective of an increase or decrease in construction value.

- a. All fee proposals **must** include standard disbursements

4. 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 items numbers as below for the required sections of the report. The following information must be clearly spelt out :

- 4.1 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.
- 4.2 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.
- 4.3 Provide names 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.
- 4.4 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.
- 4.5 Applicants are required to submit detailed fee proposals based on identifiable deliverables defined in rand terms. All disbursements, etc are to be included in the fee proposals. In addition to a numerical fee amount, tenderers are required to demonstrate their calculation method of the fee tendered as a percentage of the net construction value and all consultants are to provide a detailed summary of their proposed services.
- 4.6 **A certified copy** of the organisation's Professional Indemnity Insurance indicating the value per claim and expiry date applicable to this project.
- 4.7 **An original** Tax Clearance Certificate.
- 4.8 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 given.
- 4.9 Company's and individuals' memberships to professional bodies, etc.

4.10 **The “OFFER” page must be completed in full and signed.** A bidder who fails to do this will be disqualified.

4.11 **A copy of current Municipal account in the name of the tenderer or alternatively in the name of the owner/Directors/Partners of the tendering entity.**

Submissions will be evaluated on the following criteria :

- Technical
- BEE status
- Price / BEE 90/10 or 80/20

4.12 Technical

The technical assessment is based on :

4.12.1 Compliance: tenderers will be disqualified for failure to produce a valid tax clearance certificate, for failure to furnish proof of current professional indemnity insurance, and where pricing is not submitted as required or where no price is given

4.12.2 responsiveness: tenderers will lose points if the items requested are not submitted as stipulated

4.12.3 capability: refers to the qualifications and previous relevant experience of the proposed team members

4.12.4 previous experience: refers to the company’s experience in delivery projects of a similar nature and size to the one being tendered for.

4.12.5 capacity: relates to the tenderers ability to deliver the project on time, within budget, and according to the required specification.

In addition, the technical appraisal will consider soundness of methodology to be employed in tackling scope of work and the tenderer’s understanding of issues and scope of work.

4.13 BEE Status

BEE status is based on the standard JDA Procurement System Documentation and is determined from key empowerment criteria, incorporating ownership, executive management, senior management, and staff to be employed on this project. This information is derived from the tenderers response to Annexure B herewith.

The percentage allocated to each criteria is then multiplied by the following weightings :

Shareholding	: 40
Executive Management	: 25
Senior Management	: 15
Staff	: 20

4.14 Price and Empowerment

90 (Ninety) points are then awarded for price and 10 (ten) for BEE in terms of the JDA Procurement Policy 90:10 split for disciplines where fees exceed R500k.

80 (Eighty) points are then awarded for price and 20 (twenty) for BEE in terms of the JDA Procurement Policy 80:20 split for disciplines where fees fall below R500k.

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 twelve months? YES / NO

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 shareholders or stakeholders in service of the state? YES / NO

3.10.1 If so, furnish particulars.

.....
.....

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

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

Business/Equity/BEE Declaration

BUSINESS ENTERPRISE / EQUITY/ BEE
DECLARATION

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Postal Address :

Physical Address :

Telephone :

Fax :

Contact Person :

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. List all directors, partners, by name, identity number, citizenship, BEE* status and ownership as relevant:

NAME	ID NO:	CITIZENSHIP	BEE STATUS (YES/NO) *	FEMALE (YES/NO)	DATE OF OWNERSHIP	% EQUITY OWNED	% VOTING	% TIME DEVOTED TO FIRM

NOTE: Where owners are themselves a company or partnership, identify the ownership of the holding firm.

**BEE – means an integrated and coherent socio-economic process that directly contributes to the economic transformation of South Africa and brings about significant increase in the numbers of black people that manage, own and control the country’s economy as well as significant decrease in income inequality.*

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

Full Time:

Part Time:

8. What is the enterprise’s latest annual turnover (excl. VAT): R.....

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

SERVICE	NAME	CONTACT PERSON	TELEPHONE
ACCOUNTING			
LEGAL			
AUDITING			
BANKING			
INSURANCE			

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

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

**ADDITIONAL INFORMATION ON BLACK ECONOMIC EMPOWERMENT (BEE)
AND AFFIRMATIVE ACTION EMPLOYMENT POLICIES (AA)**

Kindly complete the following questionnaire by filling in the numbers for current calendar year.

(In the event of insufficient space provided kindly attach documentation)

11. BEE AND FUTURE COMMITMENTS

11.1. Composition of Board of Directors – Number of members

F= Female M= Male

		2011 (Actual)
African	M	
	F	
Asian	M	
	F	
Coloured	M	
	F	
White	M	
	F	
TOTAL		

11.2. Shareholding = % Equity

	Years	2011
African	M	
	F	
Asian	M	
	F	
Coloured	M	
	F	
White	M	
	F	
TOTAL		

11.3. Do you have a worker shareholding participation scheme?

11.4. If YES, what percentage of equity is held by the workers?

YES	NO
	%

12. AA AND FUTURE COMMITMENTS

“Black” – means South African citizens who are African, Indian or Coloured persons and **excludes individuals belonging to such communities from any other country.**

12.1. Composition of Executive Management (executive directors, managers participating in

executive meetings

		2011 (Actual)
African	M	
	F	
Asian	M	
	F	
Coloured	M	
	F	
White	M	
	F	
TOTAL		

12.2. Composition of Senior and Middle Management (managers, technical, supervisory)

		2011 (Actual)
African	M	
	F	
Asian	M	
	F	
Coloured	M	
	F	
White	M	
	F	
TOTAL		

		Actual
African	M	
	F	
Asian	M	
	F	
Coloured	M	
	F	
White	M	
	F	
TOTAL		

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, affirms that:

a) The information furnished is true and correct

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

For JDA purpose only:

The scoring for BEE profile for procurement processes resulting in an identifiable team to be employed for a JDA contract is calculated as per the details in the table below:

	No. of Points	Percentage having BEE Status	BEE Score of Tenderer
1. Tenderer's BEE profile:			
1.1 Shareholding in cc, limited liability company, public company	40		
1.2 Executive management (directors, managers participating in executive meetings)	25		
1.3 Senior and middle management (managers, technical, supervisory)	15		
2. BEE profile of senior staff to be employed on the contract (managerial, technical, supervisory staff).	20		
Total	100		

The scoring for BEE profile for procurement processes for equipment and goods is calculated as per the details in the table below:

	No. of Points	Percentage having BEE Status	BEE Score of Tenderer
1. Tenderer's BEE profile:			
1.1 Shareholding in cc, limited liability company, public company	50		
1.2 Executive management (directors, managers participating in executive meetings)	30		
1.3 Senior and middle management (managers, technical, supervisory)	20		
Total	100		

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 as per 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)