



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: 03 June 2026

NON-COMPULSORY BRIEFING DATE: 09 June 2026

VENUE: MUSEUM AFRICA, 121 LILIAN NGOYI ST, NEWTOWN, JOHANNESBURG

TIME: 10H00AM – 11H00AM

CLOSING DATE: 17 June 2026

CLOSING TIME: 12H00

BID DESCRIPTION: RPF-CONSERVATION OF SELECTED MUSEUM ARTIFACTS FOR A PERIOD OF 12 MONTHS

BID NUMBER: JDADPF/ARTIFACTS/06/2026

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

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

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

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

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.

Department: Development and Facilitation Department

Contact Person: Ms. Mmatsie Nene

Tel: 011 688 7851

Fax: 011 688 7899

E-mail: MNene@jda.org.za

Department: Procurement

Contact Person: Mr. Thapelo Kgaphola

Tel: 011 688 7811

Fax: 011 688 7899

E-mail: Tkgaphola@jda.org.za

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

OFFER

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

NAME OF BIDDER

BID DESCRIPTION

BID NUMBER

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS

COMPANY REGISTRATION NUMBER

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER.....

VAT REGISTRATION NUMBER.....

TAX VERIFICATION PIN NUMBER

SUB TOTAL BID PRICE excluding Value Added Tax

15 % VAT

TOTAL BID PRICE Including Value Added Tax

TOTAL BID PRICE in words.....

.....

.....excluding Value Added Tax / including Value Added Tax (Circle)

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

SUPPLIERS DATABASE REGISTRATION

National Treasury launched the National Central Supplier Database (NCSD) with effect from 1 September 2015.

This will enable prospective suppliers to register their companies on the following website www.csd.gov.za

Transitional Period (1 September 2015 to 30 June 2016)

1. During the transitional period suppliers are requested to register on the website where all their essential information such as Tax Clearance Certificates, VAT, Company Registration Numbers and CIPC business status will be verified.
2. When conducting business with the JDA, you will be requested to provide us with the following:
 - Supplier Number and;
 - Supplier Registration Security Code so we can print your real time information;
 - Banking details with bank Stamp and;
 - Certified BBBEE Certificate.

Once a supplier has registered on NCSD, it will no longer be a requirement to provide the JDA with an Original Tax Clearance Certificate or any other registration documents.

After Transitional Period 1 July 2016

Effective 1 July 2016, the JDA will only award business to suppliers who are registered on NCSD and suppliers will no longer be required to provide information as stipulated above.

For more information on registration, please contact:

Mr. Thapelo Kgaphola on 011 688 7811

To all Stake Holders**RE: The channels of reporting fraudulent and Corrupt Activities**

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees.

To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption.

The City took a decision to centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline.

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: 0800-0025-87 (all official languages)
- Email Address: whistle@joburg.org.za
- Walk in: 48 Ameshhof Street, SAPPI Building, East Wing, 5th Floor
- Social Media Pages: Facebook (Group Forensic and investigation services GFIS) and Twitter (@cojgfs)
- Management Request and referrals: Various Departments and Entities



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

WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE

JOHANNESBURG DEVELOPMENT AGENCY

ADVERT DATE: **03 June 2026**

NON-COMPULSORY BRIEFING DATE: **09 June 2026**

VENUE: MUSEUM AFRICA, 121 LILIAN NGOYI ST, NEWTOWN, JOHANNESBURG

TIME: 10H00AM – 11H00AM

CLOSING DATE: **17 JUNE 2026**

CLOSING TIME: 12H00

BID DESCRIPTION: **RFP-CONSERVATION OF SELECTED MUSEUM ARTIFACTS FOR A PERIOD OF 12 MONTHS**

BID NUMBER: **JDADPF/ARTIFACTS/06/2026**

JUNE 2026

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ANNEXURES

- A : Business Declaration
- B : Declaration of Interest
- C : Declaration of Past SCM Practices
- D : Particulars of Contracts Awarded by an Organ of State
- E : MBD9 Certificate of Independent Bid Determination
- F : Declaration on state of municipal account
- G : Organogram
- H : JDA CV template to be completed by the bidder
- I : POPI Act

COPY OF ADVERT**TENDERING PROCEDURES****Tender Notice and Invitation to Tender**

BID DESCRIPTION: **RPF-CONSERVATION OF SELECTED MUSEUM ARTIFACTS FOR A PERIOD OF 12 MONTHS**

BID NUMBER: **JDADPF/ARTIFACTS/06/2026**

The Johannesburg Development Agency is requesting proposals from qualified and experienced proposals public art curator professionals for the repairs and enhancement of public art for the COJ by the JDA for a period of twelve (12) months.

Documents can be downloaded from the JDA website: www.jda.org.za and e-Tenders portal www.etenders.gov.za from the **03 June 2026** must only be submitted on the tender documents that are downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

Queries relating to the issue of these documents and procurement related issued may be addressed to Mr. Thapelo Kgaphola on e-mail: tkgaphola@jda.org.za or telephone no. 011 – 688 7811.

Technical queries or queries relating to the project may be addressed to Ms. Mmatsie Nene on e-mail: MNene@jda.org.za or telephone no. 011 – 688 7851.

A Non-Compulsory Clarification Meeting with representatives of the Employer will take place on **09 June 2026, starting at 10H00am – 11H00.**

The closing time for receipt of tenders is 12:00pm on 17 June 2026 and must be submitted at the Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory, Newtown, Johannesburg, 2000. Late; 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 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

The Johannesburg Development Agency (JDA) hereby invites quotations from suitably qualified, skilled, and experienced professional service providers to undertake remedial conservation work on preselected museum items for a period of twelve (12) months. The scope of work entails carrying out the necessary remedial interventions by appropriately qualified conservation specialists to ensure the proper conservation, preservation, and protection of identified artifacts. The objects requiring conservation include materials composed of clay, iron, wood, and leather.

Service providers are required to perform the conservation work within the museum's normal operational hours, which are Monday to Sunday. Interested bidders must demonstrate relevant expertise in heritage conservation, material-specific conservation techniques, and the handling of culturally significant museum artifacts.

2. SCOPE OF WORK AND DELIVERABLES

2.1.1 Clay human figurines

These are the famous Sam Makoanyane a collection from the Cultural History collection in the Museum . The items are incredibly sensitive and made from clay. The artifacts have cracks and broken parts, seated figurines have detached limbs and feet as well as their clay weapons, a heritage conservator specializing in ceramics or clay is required to carry out the remedial work of 10 (Ten) 12cm x 3cm Clay human figurines cleaning the pieces, using a suitable adhesive (such as epoxy or specialized clay glue), filling gaps with fresh clay or filler, sanding, and painting to match the original.

**All the conserved items should be in their authentic state of post conservation without adding foreign tools.*





Image 1 : illustration of damages Clay human Figurine

2.1.2 Guns and Swords

The Guns and Swords collection comprise of steel , aluminium wood support has suffered from rust and the bags are affected by mold. Removal of rust and mold required by a professional metal conservator is a prerequisite. Furthermore it is a prerequisite that the gun conservator needs to comply with the gun handling national regulations. **The following compliance certificates should be produced before restoration work begins on the guns:**

- a) Knowledge of the Firearms Control Act, 2000(Act No. 60 of 2000)**
- b) Handle and use a Handgun.**
- c) Handle and use a self-Loading Rifle or Carbine**
- d) Handle and use a Manually operated Rifle or Carbine**
- e) Handle and use a shotgun**

The quantity and type of guns are as follows :

a.) Guns

- Revolvers – 15
- Pistols – 15
- Rifles – 50
- Rifle Bags – 50

The following remedial works are required by not limited to :

- washing gun bags
- gun vault requires fumigation and repainting to avoid recurrent mold
- Conservation of the guns and swords needs to be accompanied with fumigation of the gun and storage vault.

b.) Swords

- Swords – 20
- Daggers – 2
- Bayonets – 3
- Knives – 2
- Machete – 1



Figure 2 Rusted Gun, Rusted Sword

2.1.3 Chairs and Benches

A professional with a background on Art History and Furniture Design with knowledge of antique furniture restoration is required for the Frascatis and Joburg First Exhibition chairs seats and benches which requires leather upholstery repair without losing the authentic look of the leather and wood. The 15 wooden chairs range from 1 seater, 2-seater and 3/4-seater and King size mayoral chair required repairs on broken legs , wove strings where applicable and leather upholstery.





Figure 3 Chairs and benches

2.1.4 Mannequins

Supply and deliver plastic material 1.8m mannequins three (3) female and two (2) male mannequins.



Figure : 4 Mannequins

3. CAPACITY BUILDING

Bidders will be required to use this project to mentor a maximum of three (3) interns per professional discipline (**4.1 to 4.3**) from the beginning up to handover of the project. Based on this, bidders are required to include in their proposal a structured mentoring program that will enable the employment and training of interns to obtain professional experience in their respective fields. When costing their proposals, bidders must take into consideration this compulsory training requirement. Bidders should note that the JDA takes this task very seriously and they will not be exempted from providing this training.

A clear plan with milestones on how the bidder will provide this training must be included in the Inception report. Training reports must be prepared and submitted after each training milestone has been completed. The extent of the training to be provided will be monitored closely by the JDA and if need be, changes to the training plan can be introduced at any stage if the successful bidder or intern/s does not perform to the required standard. The details of this training will be discussed with the JDA at project inception. The bidder is expected to provide the salary for the temporary employment of the interns. All other associated costs (laptops, phone, travelling, etc.) with the temporary employment, should be included in the overall project management costs of the project of the bidder. **Deliverables: Capacity Building Plan, Monthly and Final Capacity Building Reports.**

4. RESOURCES AND COMPETENCY REQUIREMENTS

Sufficient professional staff with suitable qualifications must be made available by the service provider(s) to undertake the project, as described in this section. The personnel must be knowledgeable and experienced in their fields of expertise and must be currently actively involved in those fields. The tender must include documentary evidence that each proposed professional meets these requirements.

A detailed project organogram identifying the service provider's management structure and all staff resources to be employed on the project and clearly outlined roles and responsibilities showing the percentage time allocation of the staff to the project. The curricula vitae of the proposed personnel are to accompany the organogram and are to include certificates of professional qualifications and registration where required. As part of the appointment the following resources are required :

4.1 Heritage conservator specialising in ceramics / clay

Heritage conservator to be appointed is required to have the relevant skills, experience, and capacity to deliver the full scope of services within the required time frame

4.2 Furniture designer / Carpenter

Furniture designer / Carpenter to be appointed is required to have the relevant skills, knowledge and experience of antique furniture restoration and capacity to deliver the full scope of services within the required time frame.

4.3 Metal Conservator

Metal conservator to be appointed is required to have the relevant skills, experience, and capacity to deliver the full scope of services within the required time frame.

4.4 Project Manager (Lead)

Project Manager to be appointed is required to be Professional registered with the Project Management Professions South Africa (PMSA) and to have the relevant skills, experience, and capacity to deliver the full scope of services within the required time frame. The Consultant will be required to undertake project management, administration, and coordination duties in line with the fulfilment of project scope which may entail the following:

- Management and tracking of project timeline and deliverables
- Scheduling of all internal and external meetings required for the project
- Agenda and Meeting Minutes for all meetings
- Consolidating and submitting all team deliverables to the client
- Tracking project finances and invoicing
- Keeping the client and team members apprised of any ad-hoc changes or decisions made
- Presenting final deliverables to the JDA and Client Team 1 week before final due dates for final comments and approval
- Submitting monthly Progress Reports in writing to the JDA and Client Team
- Regular Update emails for fast-moving tasks (weekly)
- Ensuring that a cloud-based file-sharing folder is created and continuously updated for access by all team members for the duration of the project (e.g. OneDrive, Google Drive)

5. Project Duration

The project duration is for (12) months for the conservation of selected museum artifacts.

5.1 Project Management and Coordination

Upon being awarded a project, bidders are required to be responsible for project management and co-ordination which includes the arrangement of project meetings which may consist of various CoJ departments, municipal entities and other stakeholders. A project steering committee shall be required for every project where the appointed service provider is required to make presentations and table proposals with regards to a project.

The bidder shall perform secretariat duties of minute taking (which shall be approved by the JDA) and dissemination of minutes/meeting notes after each meeting. The bidder shall be expected to produce progress reports and submit them to the steering committee. The Project leader in the project will be responsible for ensuring that project deliverables are achieved in line with the project schedule and ensure that invoices are accompanied by project/ progress reports. The project administration duties are as follows but not limited to:

- Co-ordinate the work to be undertaken as per the scope of work
- Overseeing the remedial work required assuring the quality
- Monitoring the quality and durability of the artworks for the duration of the contract, and correcting defects or repairing minor damage during this time
- Briefing the JDA and the COJ client departments to ensure that insurance, asset management and maintenance issues are streamlined
- Document all artwork commissioned by the JDA for purposes of both asset management and knowledge-sharing with public and scholarly communities

- Develop 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.

6. NOTES FOR PRICING

The basis for fee proposals is outlined in item 6.2 below. This is followed by item 6.3 which applicants are required to take note of

- 6.1 Tenders are to complete all the items on the pricing table below and submit as part of their fee proposal to transfer or carry over the total fee to the "Offer" page correctly
- 6.2 Failure to complete in full the pricing table and price as required will result in the tender being disqualified for non-compliance.
- 6.3 Detailed below is information upon which fees must be based on (refer to item 2 above for detailed scope of work). This is followed by **item number 6.4 which ALL applicants are required to take careful note of**

6.4 PRICING TABLE

No.	Description	Quantity	Unit Price	Total Amount (Excl. VAT)
1.	Restoration of 12cm x 3 cm Clay Human Figurines	10		R
2.	Guns and swords			
	2.1 Revolvers	15		R
	2.2 Pistols	15		R
	2.3 Rifles	50		R
	2.4 Swords	20		R
	2.5 Daggers	2		R
	2.6 Bayonets	3		R
	2.7 Knives	2		R
	2.8 Machete	1		R
	2.9 Rifle bags	50		R
	2.10 Washing and drying of rifle bags	50		R
3.	Repair of wooden chairs range	15		R
4.	Supply and delivery of five mannequins	5		R
5.	Capacity Building – Intern per discipline	3		R
6.	Inception report	1		R
7.	Progress report	2		R
8.	Handover and maintenance plan	1		R
TOTAL (Excl. VAT)				R
VAT @ 15%				R
Total (Incl. VAT)				R

- 6.5 Tenderers must ensure that the final **TOTAL FEE is correctly carried over to the “offer” page**. The value recorded on the offer page will be regarded as the tendered amount to render services. Failing to price as required will result in the RFP submission being disqualified.
- 6.6 Fees must include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 6.7 It is the responsibility of the bidder to ensure that they have a local office within the geographical area of City of Johannesburg as the JDA will not be responsible for accommodation and travelling cost

7. PRESENTATION OF PROPOSAL

Notes

- 8.1 For every tangible deliverable, two hard copies and one electronic copy must be issued to the client [over and above the documentation required for submission to various authorities, to the contractor, etc.], the cost of which must be included.
- 8.2 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement

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

The following minimum documentation must be provided:

- 8.3 Company registration documents and a copy of a valid tax pin compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.
- 8.4 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.
- 8.5 Audited financial statements for the past three years.
- 8.6 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 8.7 The forms A to H annexed, must be scrutinized, completed in full and signed.
- 8.8 Successful tenderers will be required to sign the JDA's Standard Form Agreement upon appointment.
- 8.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 8.10 No tender will be awarded to a bidder who is not registered on CSD.
- 8.11 The tender is issued in line with the POPI Act.
- 8.12 That the tender will be evaluated in accordance with PPR 2022.

8.13 Complete in full all information required on Annexure G: Organogram

Provide information on the key personnel required per the organogram who will be assigned to this project.

The following supporting documentation **must** be provided:

- 8.13.1 detailed CV's for each resource indicated on Annexure G AND H.
CV's must note the resources' specific relevant project experience [i.e. **project description, role played and**

responsibilities, project value, start and end dates]. The number of years of experience in the required role in curating per project must be clearly demonstrated in the CV's to indicate compliance with the minimum requirements.

8.13.2 relevant qualifications and attach certified proof hereof

8.13.3 individual memberships to the stipulated professional associations and attach proof hereof

8.14 Complete in full all information required on Annexure G: Schedule of Completed Contracts

ONLY list a **maximum of 5 projects** completed by the bidding entity in the past 5 years of a similar nature and scale to this RFP i.e., public art, place making, heritage projects that consists of **restoring / conserving museum components eg: Museum statues ; sculptures, Metal items ; furniture .**

The following supporting documentation **must** be provided:

8.14.1 Contactable references: References must be for COMPLETED projects only. References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document **must** confirm the name of the project / description of the project (*must be clear that the project was a relevant Conservation / restoration of artifacts*), a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. curator*), the date when the project was started and completed (*must be between 2020 and 2025*) and it must rate the service rendered (*e.g. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project*).

NOTE:

8.15 Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultant's on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.

8.16 Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure H will be considered as previous experience and only reference letters related to the projects listed on Annexure H will be considered as supporting documentation.

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

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6.1 and 6.2 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 6 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant
- Only the lead consultant is to submit the requisite documents and / or information as requested in items 6.3 to 7.11
- Item 7.6 MUST be addressed by each member of the consortium / joint venture
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

Failure to comply with these conditions may invalidate your offer.

8. ASSESSMENT CRITERIA

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

- Compliance
- Technical
- Price and specific goals
- Risk Tolerance

8.1 Compliance

Bidders will be disqualified in the following instances:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders who failed to transfer correctly, the final amount from the pricing table to the offer page;
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who have any directors in the employment of the state;
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);

Tenderers will have to adhere to the compliance items above in order to be considered further in the evaluation process.

8.2 Technical

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

- (i) Key returnable documents,
- (ii) Capability of the proposed key team members (i.e. experience, qualifications, and memberships to professional associations per Item 6.10 above) and
- (iii) The experience of the company and
- (iv) The contactable reference letters matching item (iii) above.

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation in order to be considered further in the evaluation process.

Bidders are expected to score a minimum of **70 points, 70%** (out of 100 maximum points) i.e. Total Points = **100**

Cut off is **70 points (Which is 70% of 100)**

Technical Criteria	Scoring	Points
<p>Company Profile</p> <p>Bidders must submit a company profile and overview that reflects the following: Experience restoration of Heritage artifacts</p>	<p>Company profile attached = 10 points</p> <p>No company profile attached = 0</p>	<p>10</p>
<p>Company Experience: Reference Letters</p> <p>Contactable reference letters from previous clients as evidence of previous related restoration in artifacts.</p> <p>NB: The Reference Letter(s) must not be older than 5 years, must be on the letterhead of the previously serviced client, and should reflect at least the name of the client, title of the related work conducted, year(s) conducted and completed, contactable reference name and contact details, and signed by the appropriate delegate. The Reference Letter should indicate the quality of the service rendered. If any of these is not reflected on the letter, then zero points will be awarded</p>	<p>Evidence in the form of a reference letter indicating that they have worked</p> <p>3 letters attached and more = 30 points</p> <p>2 letters attached = 20 points</p> <p>1 letter attached = 10 points</p> <p>No reference letters attached = 0</p>	<p>30</p>
<p>Capabilities and competence of the Heritage conservator specializing in ceramics/clay.</p> <p>CV of the Heritage specialist must demonstrate 3-5 years' experience in restoring ceramic / clay accompanied by a certified qualification. Uncertified qualifications certificates will not be accepted as authentic. Foreign qualifications must be accompanied by a SAQA certificate of evaluation. Certification may not be older than 6 months before submission.</p> <p>Zero Points will be awarded if qualification submitted is not certified</p>	<p>Qualifications</p> <p>Tertiary qualification degree in conservation specializing in clay and or a skilled Ceramicist At least 3 years of experience conserving ceramic / clay artifacts</p>	<p>20</p>

<p>Capabilities and competence of the Metal conservator</p> <p>CV of the Metal specialist must demonstrate 5-10 years' experience in metal restoration / gunsmith.</p> <p>The gun conservator needs to comply with the gun handling national regulations</p> <p>The following compliance certificates should be produced before restoration work begins on the guns:</p> <p><i>a) Knowledge of the Firearms Control Act, 2000(Act No. 60 of 2000)</i> <i>b) Handle and use a Handgun.</i> <i>c) Handle and use a self-Loading Rifle or Carbine</i></p>	<p>Qualifications</p> <p>Tertiary qualification in Further Education and Training Certificate (FETC) in Firearms Maintenance (NQF Level 4): (This is a 130-credit qualification covering safety, cleaning, and maintenance.)</p> <p>the qualification must be certified. Uncertified qualifications certificates will not be accepted as authentic. Certification may not be older than 6 months before submission. Foreign qualifications must be accompanied by a SAQA certificate of evaluation.</p> <p>Zero Points will be awarded if qualification submitted is not certified</p>	<p>20</p>
<p><i>d) Handle and use a Manually operated Rifle or Carbine</i> <i>e) Handle and use a shotgun</i></p>	<p>Accredited Training Providers: Training must be done through providers accredited by the Professional Firearms Trainers Council (PFTC) and/or SASSETA (Professional certificate must be certified and valid)</p> <p>At least 5-10 years of experience in metal conservation. CV, qualifications must be accompanied by the listed compliance certificates to obtain full points.</p>	
<p>Capabilities and competence of Furniture Designer with knowledge of antique furniture restoration</p> <p>CV of the Art History and /or furniture designer / making specialist must demonstrate 3-5 years' experience in furniture making.</p>	<p>Qualifications</p> <p>A minimum of National Certificate in Furniture-Making (Wood/Metal).</p> <p>the qualification must be certified. Uncertified qualifications certificates will not be accepted as authentic. Certification may not be older than 6 months before submission. Foreign qualifications must be accompanied by a SAQA evaluation.</p> <p>Zero Points will be awarded if qualification submitted is not certified</p>	<p>20</p>

8.3 Price and Empowerment

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and 20 including a Rand value of up to R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

Price shall be scored as follows:

$$Ps = 80 \times (1 - (Pt - Pmin)) Pmin$$

Where: Ps is the number of points scored for price; Pt is the price of the tender under consideration.

Pmin is the price of the lowest responsive tender.

Preference points shall be based on the Specific Goal as per below: TABLE

1: AWARD UP TO 50M (VAT INCLUSIVE)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence
Race – people who are Black, Coloured or Indian (ownership)* 51% or more black ownership	5	<ul style="list-style-type: none"> • B-BBEE certificate or QSE/EME Affidavit; • CIPC • Certified ID • CSD report
Gender is women (ownership)* 51% or more women ownership	10	<ul style="list-style-type: none"> • B-BBEE certificate or QSE/EME Affidavit; • CIPC • Certified ID • CSD report
SMME – EME or QSE	5	B-BBEE certificate or QSE/EME Affidavit;
Total Points	20	Failure to attach evidence will lead to scoring zero points

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 preference points. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

For tenders up to R50 million

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

scored will be rounded off to the nearest 2 decimal places.

Schedule 3:

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS

2022

Notes:

8.3.1.1 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act (Act No.53 of 2003).

8.3.1.4 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.

8.3.1.5 A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.

8.3.1.6 A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE scorecard as if it were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

8.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does

not qualify for at least the points that such a tenderer qualifies for.

8.3.1.8 A person awarded a contract will not be permitted to subcontract 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.

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

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

8.3.2 Formula for scoring tender price.

The following formula will be used to calculate the points for price. $P_s = X$

$[1 - \frac{(P_t - P_{min})}{P_t}]$

P_{min}

Where

P_s = Points scored for comparative price of tender under consideration P_t =

Comparative price of tender under consideration

P_{min} = Comparative price of the lowest acceptable tender X =

Points assigned to price

8.3.3 The total preference points for a tender are calculated with the formula. $PP =$

$P_s + P_{bee}$ Where

PP is the total number of preference points scored by the tenderer. P_s is the

points scored for the comparative price of the tenderer, and

P_{bee} is the number of points awarded to the tenderer based on their certified B-BBEE status level.

8.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors/Service Providers in terms of the number of contracts awarded to a single Contractor/service provider or the total value of contracts awarded to a single contractor/service provider in a particular year, financial capability to undertake the project such as working capital required, poor performance on previous projects, available resources for the project, unduly high or unduly low tendered rates, significant arithmetical errors and omissions in the tender offer.

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.

Risk exposure identified as being excessive for multi-disciplinary professional consultants/ service provider in instances where the number of projects exceed four projects over one financial year.

JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

9. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

RFP-CONSERVATION OF SELECTED MUSEUM ARTIFACTS FOR A PERIOD OF 12 MONTHS

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.

The Tender closes at 12h00 on 17 June 2026.

Envelopes will be stamped on receipt. There will be a public opening of tenders.

NO LATE /NO EMAILED / TELEPHONIC / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular tender, and no correspondence will be entered into.

Unsuccessful bidders will have the opportunity to query the award or decision within fourteen (14) calendar days from the day of notification.

The tender offer validity period for this tender is 120 days. Queries can be

addressed in writing to:

Mmatsie Nene

E-mail: MNene@jda.org.za

ANNEXURE A: BUSINESS DECLARATION

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Contact Person :

Postal Address :

.....

Physical Address :

.....

Telephone Number :

Fax Number :

Cell Number :

E-mail Address :

Company/enterprise Income

Tax Reference Number: (Insert personal income tax number if a one-person business and personal income tax numbers of all partners if a partnership)

VAT Registration Number:

Company Registration Number:

CSD Number:

1. Type of firm

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

(Tick one box)

2. Principal business activities

.....

.....

.....

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

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

.....

.....

.....

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name?

How many permanent staff members are employed by the firm: Full Time

:

Part Time :

6. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:

Full Time :

Part Time :

7. What is the enterprise's annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2024 to 30 June 2025 (excl. VAT):

R Year.....

R Year.....

R Year.....

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

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

9. Banking details

I/We hereby request and authorise 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 authorised 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.

RFP-CONSERVATION OF SELECTED MUSEUM ARTIFACTS FOR A PERIOD OF 12 MONTHS

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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

SIGNATURE :

NAME IN FULL:

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

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

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

RFP-CONSERVATION OF SELECTED MUSEUM ARTIFACTS FOR A PERIOD OF 12 MONTHS

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

If yes, furnish particulars

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....
.....

3.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract?

YES / NO

If yes, furnish particulars

.....
.....

4. Full details of directors / trustees / members / shareholders.

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

** "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

ANNEXURE C : DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? (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:		

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

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

CLIENT	ACCOUNT MANAGER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

ANNEXURE D : PARTICULARS OF CONTRACTS AWARDED NOT BY AN ORGAN OF STATE* DURING THE LAST 5 YEARS**

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

CLIENT	ACCOUNT MANAGER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

*** Organ of State means-

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

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

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

For

RFP-CONSERVATION OF SELECTED MUSEUM ARTIFACTS FOR A PERIOD OF 12 MONTHS

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

_____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.

-
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

- i. Name of bidder:
- ii. Registration Number:
- iii. Municipality where business is situated
- iv. Municipal account number for rates:
- v. Municipal account number for water and electricity:
- vi. Names of all directors, their ID numbers and municipal account number.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.

C Documents to be attached.

- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
- ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
- iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....

Signature

Date

ANNEXURE G : ORGANOGRAM

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

DESIGNATION	NAME AND SURNAME	DETAILED CV

NOTE: Detailed Curriculum Vitae (CV's) of the above proposed candidates must be provided. Said CV's MUST indicate the name and description of the project, role played in the project, project value, and the start and end dates of the project.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

Failure to comply with these conditions may invalidate your offer.

ANNEXURE H – JDA CV TEMPLATE TO BE COMPLETED BY THE BIDDER (COMPULSORY)

1.		
FULL NAME AND SURNAME		
TITLE (e.g., Ms./Mr./Dr/Prof)		
PROFESSIONAL QUALIFICATIONS (Certificats , Degrees, Diplomas, etc)	YEAR OBTAINED	CERTIFIED ACADEMIC CERTIFICATE MUST BE ATTACHED AND LISTED
CURRENT EMPLOYER		
CURRENT EMPLOYER		
CURRENT ROLE/TITLE		
NO. OF Yrs AND Mnths SERVED		
LIST OF PROJECTS RELEVANT TOTHIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 1		
PREVIOUS EMPLOYER 1		
ROLE/TITLE		
NO. OF YEARS AND MONTHS INTHIS ROLE		
LIST OF PROJECTS RELEVANT TOTHIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACHPROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 2		
PREVIOUS EMPLOYER 2		
ROLE/TITLE		
NO. OF YEARS AND MONTHS INTHIS ROLE		
LIST OF PROJECTS RELEVANT TOTHIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACHPROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 3		
PREVIOUS EMPLOYER 3		
ROLE/TITLE		
NO. OF YEARS AND MONTHS INTHIS ROLE		
LIST OF PROJECTS RELEVANT TOTHIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACHPROJECT	
1.	1.	
2.	2.	
3.	3.	
<p>***</p> <p>PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.)USING FORMAT ABOVE ***</p>		

2.

FULL NAME AND SURNAME		
TITLE (e.g., Ms./Mr./Dr/Prof)		
PROFESSIONAL QUALIFICATIONS (Certificats , Degrees, Diplomas, etc)	YEAR OBTAINED	CERTIFIED ACADEMIC CERTIFICATE MUST BE ATTACHED AND LISTED

CURRENT EMPLOYER	
CURRENT ROLE/TITLE	
NO. OF Yrs AND MnthS SERVED	
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT
1.	1.
2.	2.
3.	3.

PREVIOUS EMPLOYER 1	
ROLE/TITLE	
NO. OF YEARS AND MONTHS IN THIS ROLE	
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT
1.	1.
2.	2.
3.	3.

PREVIOUS EMPLOYER 2	
ROLE/TITLE	
NO. OF YEARS AND MONTHS IN THIS ROLE	
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT
1.	1.
2.	2.
3.	3.

PREVIOUS EMPLOYER 3	
ROLE/TITLE	
NO. OF YEARS AND MONTHS IN THIS ROLE	
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT
1.	1.
2.	2.
3.	3.

PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE ***

3.		
FULL NAME AND SURNAME		
TITLE (e.g., Ms./Mr./Dr/Prof)		
PROFESSIONAL QUALIFICATIONS (Certificats , Degrees, Diplomas, etc)	YEAR OBTAINED	CERTIFIED ACADEMIC CERTIFICATE MUST BE ATTACHED AND LISTED
CURRENT EMPLOYER		
CURRENT EMPLOYER		
CURRENT ROLE/TITLE		
NO. OF Yrs AND Months SERVED		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 1		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 2		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 3		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
*** PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE ***		

4.

FULL NAME AND SURNAME		
TITLE (e.g., Ms./Mr./Dr/Prof)		
PROFESSIONAL QUALIFICATIONS (Certificats , Degrees, Diplomas, etc)	YEAR OBTAINED	CERTIFIED ACADEMIC CERTIFICATE MUST BE ATTACHED AND LISTED

CURRENT EMPLOYER	
CURRENT ROLE/TITLE	
NO. OF Yrs AND Mnths SERVED	
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT
1.	1.
2.	2.
3.	3.

PREVIOUS EMPLOYER 1	
ROLE/TITLE	
NO. OF YEARS AND MONTHS IN THIS ROLE	
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT
1.	1.
2.	2.
3.	3.

PREVIOUS EMPLOYER 2	
ROLE/TITLE	
NO. OF YEARS AND MONTHS IN THIS ROLE	
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT
1.	1.
2.	2.
3.	3.

PREVIOUS EMPLOYER 3	
ROLE/TITLE	
NO. OF YEARS AND MONTHS IN THIS ROLE	
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT
1.	1.
2.	2.
3.	3.

PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE ***

ANNEXURE I – POPI ACT

Form B14: CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

This section sets out how personal information will be collected, used and protected by Johannesburg Development Agency hereinafter referred to as “JDA”, as required by the Protection of Personal Information Act. The use of the words “the individual” for the purposes of this document shall be a reference to any individual (bidder) communicating with JDA and/or concluding any agreement, registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

1. What is personal information?

The personal information that JDA requires relate to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, personal and work email and contact details.

2. What is the purpose of the collection, use and disclosure (the processing) of personal information?

JDA is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting initiatives to the City of Johannesburg Municipality;
- reporting to National Treasury all contracts awarded;
- obtaining information related to Tax Compliance information from SARS;
- verifying information on the National Treasury database of defaulters;
- evaluating and processing applications for registration on the database;
- compiling statistics and other reports;
- providing personalised communications;
- complying with the law; and/or
- for a purpose that is ancillary to the above and as may be directed by our POPI manual/Policy. Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

3. How will JDA process personal information?

JDA will only collect personal information for the purpose as stated above and for such specific purpose. Information will be collected in the following manner:

- directly from the individual;
- from service providers who provided with services or goods to JDA;
- from JDA’s own records relating to previous supply of services or goods; and/or
- from a relevant public or equivalent entity.

4. To whom will personal information be disclosed?

JDA

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (transborder flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of JDA's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

5. Consent and Permission to process personal information:

I hereby agree with the policy and provide authorisation to JDA to process the personal information provided for the purpose stated:

- I understand that withholding of or failure to disclose personal information will result in JDA being unable to perform its functions and/or any services or benefits I may require from JDA.
- Where I shared personal information of individuals other than myself with JDA, I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold JDA not responsible in respect of any claims by any other person on whose behalf I have consented, against JDA should they claim that I was not so authorised.
- I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold JDA responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide JDA with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if JDA agrees to same in writing. JDA specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- In order to withdraw consent, please contact the JDA Information Officer/SCM
- A copy of the full JDA policy is available.
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify JDA so that our records may be updated. JDA will largely rely on the individual to ensure that personal information is correct and accurate. The individual has the right to access their personal information that JDA may have in its possession and are entitled to request the identity of which third parties have received and/or processed

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personal information for the purpose. Please note however, that any request in this regard may be declined if:

- the information comes under legal privilege in the course of litigation,
- the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
- giving access may cause a third party to refuse to provide similar information to JDA,
- the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
- the information as it is disclosed may result in the disclosure of another person's information,
- the information contains an opinion about another person and that person has not consented, and/or
- the disclosure is prohibited by law.

7. Queries relating to breach of personal information:

- Please submit queries relating to the breach of personal information to the JDA's information officer and SCM in writing as soon as the breach is discovered.

Bidder Signature:	Date:
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