



a world class African city

<b>RFQ NR</b>	COJ0078-23/24
<b>ADVERT DATE</b>	23 MAY 2024
<b>CLOSING DATE</b>	07 JUNE 2024
<b>CLOSING TIME</b>	10H30
<b>DESCRIPTION OF GOOD/SERVICES</b>	REQUEST FOR QUOTATIONS: STAKEHOLDER ENGAGEMENT FOR THE REVIEW OF THE JOBURG CITY SAFETY STRATEGY AND DEVELOPMENT OF AN IMPLEMENTATION PLAN
<b>COMPULSORY BRIEFING</b>	DATE: 31 MAY 2024 VENUE: JMPD Headquarters 1st Floor Joburg City Safety Boardroom 195 Main Road Martindale 2092 TIME: 10H00
<b>DEPARTMENT</b>	<b>PUBLIC SAFETY</b>
<b>CONTACT PERSON</b>	<b>MARGO WEIMERS</b>
<b>CONTACT NUMBER</b>	<a href="mailto:Margow@joburg.org.za">Margow@joburg.org.za</a> 011 758 9299
<b>TO BE DEPOSITED INTO QUOTATION BOX, AT A-LEVEL PARKING ENTRANCE PRIVATE ROAD METRO CENTRE 158 CIVIC BOULEVARD, BRAAMFONTEIN, JOHANNESBURG</b>	

1. Conditions of Quotation, Form A.
2. Specification, Form B
3. RFQ Checklist
4. Form of Quotation and Form of Acceptance, Form C
5. Statement of Authorization, Form D
6. MBD 4: Declaration of Interest, Form E
7. MBD 8: Declaration of Tenderer's past Supply Chain Management Practices, Form F
8. MBD 9: Certificate of Independent Bid Determination, Annexure G
9. Declaration on State of Municipal Account., Form H
10. Article of Agreement in terms of the Occupational Health and Safety act, 1993, Form I
11. MD1 6.1: Preference points claim form in terms of the preferential procurement regulations 2022, Form J

**N.B: TENDERERS ARE REMINDED THAT ALL FORMS ARE TO BE SIGNED OR THE RFQ WILL BE DISQUALIFIED.**

Quotations will be received on the closing dates and times shown and must be enclosed in separate sealed envelopes, bearing the applicable quotation description and reference number as well as the closing time and due date, and must be addressed to the GROUP HEAD: STRATEGIC SUPPLY CHAIN MANAGEMENT, 15<sup>TH</sup> FLOOR METRO CENTRE, 158 CIVIC BOULEVARD STREET, BRAAMFONTEIN, and placed in the quotation box indicated above. Quotations will be opened at the latter address at the time indicated.

SUPPLIER NAME: \_\_\_\_\_

SUPPLIER NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

SARS PIN CODE: \_\_\_\_\_

Initials

CENTRAL SUPPLIER DATABASE NUMBER: \_\_\_\_\_

COJ DATABASE NUMBER \_\_\_\_\_

**COMPULSORY BRIEFING SESSION DETAILS:**

DATE:	31 MAY 2024	TIME:	10H00
VENUE:	JMPD Headquarters 1st Floor Joburg City Safety Boardroom 195 Main Road Martindale 2092		
<b>NB:</b>	<b>IT IS OF UTMOST IMPORTANCE THAT THE TIME SET FOR THE OFFICIAL SITE INSPECTION IS STRICTLY ADHERED TO AS <u>NO LATE ARRIVALS</u> WILL BE ALLOWED</b>		

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**CHECKLIST**  
RFQ NR: COJ0078-23/24

**PLEASE USE THIS CHECKLIST TO VERIFY WHETHER ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.**

No	Details	√
1.	Certified Copy of Company Registration Document	
2.	Rates & Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Affidavit from the Lessor Certified by the Commissioner of Oath / SAPS	
3.	Rates and Taxes Invoice for All the Directors of the Company OR Certified Copy of Lease Agreement OR Affidavit from the Lessor Certified by the Commissioner of Oath / SAPS	
4.	Declaration on State of Municipal Account (Attached)	
5.	MBD 4: Declaration of Interest (Attached)	
6.	MD1 6.1: Preference points claim form in terms of the preferential procurement regulations 2022, Form J (Attached)	
7.	MBD 8: Declaration of Tenderer Past SCM Practices, Form F	
8.	MBD 9: Certificate of Independent Bid Determination. (Attached)	
9.	Conditions of Quotation, Form A	
10.	Form of Quotation and Form of Acceptance, Form C	
11.	Statement of Authorisation, Form D	
12.	Article of Agreement in terms of the Occupational Health and Safety Act, Form I	
13.	Certified Copy of B-BBEE certificate or Sworn Affidavit.	
14.	Original Tax Clearance Certificate or SARS One-Time Pin Code	
15.	Training Suppliers to be accredited with SETA (Certified Copy to be attached) (IF REQUIRED)	
16.	Catering Suppliers to submit a Health Certificate (Certified Copy to be attached) (IF REQUIRED)	
17.	Construction/Building Maintenance to submit CIDB Registration (Certified Copy to be attached) (IF REQUIRED)	
18.	Have all price alterations been signed for?	
19.	Has the Quotation been signed?	

**SIGNATURE** \_\_\_\_\_

**NAME** \_\_\_\_\_

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**CONDITIONS OF QUOTATION:**

- 1 Quotation documents must be completed in black ink.
- 2 The lowest price or any quotation will not necessarily be accepted, and the City of Johannesburg reserves the right to accept the whole or any portion of a quotation.
- 3 Quotations are to remain open for acceptance for a period of thirty (30) days effective from the date on which they are lodged and shall be accepted at any time within the said period of thirty (30) days.
- 4 Tenderers are requested to furnish the full registered name of the tendering company/supplier on the Form of Quotation and Form of Acceptance, Form B.
- 5 Tenderers are also required to sign each page of the Form of Quotation and Form of Acceptance, Form B, in the space provided at the bottom of each page.
- 6 **In the event of a mistake having been made on the price schedule it shall be crossed out in ink and be accompanied by an initial at each and every price alteration. Corrections in terms of price may not be made by means of a correction fluid such as Tipp- Ex or a similar product. If correction fluid has been used on any specific item price, such item will not be considered. No correction fluid may be used in a Bill of Quantities where prices are calculated to arrive at a total amount. If correction fluid has been used, the quotation as a whole will not be considered. The Municipality will reject the quotation if corrections are not made in accordance with the above.**
7. **NO PRICE INCREASES WILL BE CONSIDERED.**
- 8 If items are not quoted for, a line must be drawn through the space in pen.
- 9 All goods or services purchased will be subject to CoJ SCM Policy and Procedures. A copy of said conditions is available on the CoJ website.
- 10 All purchases will be made through an official purchase order form. Therefore, no goods must be delivered or services rendered before an official purchase order has been forwarded to and accepted by the successful bidder.
- 11 To participate in the City's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on the City's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit and on the CoJ website. The City will only deal with the registered and accredited suppliers on its Database.
- 12 All prices **must** be quoted in South African currency (SA rand)
- 13 All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non - VAT Vendors.
- 14 All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
- 15 All prices and details must be legible/readable to ensure the quotation will be considered for adjudication.

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- 16 Prices quoted must be all inclusive of delivery charges and goods must be delivered **to the address indicated on the quotation page.**
- 17 The successful company must provide labor for off-loading/delivering.
- 18 Quantities are given in good faith and without commitment to the City of Johannesburg. The City reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
- 19 **The CoJ will conduct business with an entity which complies with the Codes of Good Practice on BBBEE as published from time to time by the Minister of Trade and Industry**
- 20 **Quotations must be deposited into the quotation box at the location indicated on the cover page. *THE CITY OF JOHANNESBURG DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.***
- 21 **FORWARD EXCHANGE RATE COVER**
- In the event of price/prices being based on the exchange rate, the successful tenderer/s will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations.  
Proof must be provided that forward Exchange Rate cover has been taken out within 14 days after an order has been placed.  
If proof that cover was taken out within 14 days after the order has been placed, is not submitted to the City of Joburg, with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.
- 22 **EXECUTION OF ORDERS**
- Tenderers are reminded that orders placed against accepted quotations are to be executed in strict accordance with the accepted specification and within the quoted delivery period. In this regard, the attention of tenderers is drawn in particular to Clause 20 of the Municipality's General Conditions Applicable to the Consideration of Written Quotations (Supply chain Management Policy), which is available on request and/or also available on the Municipality's website, [www.joburg.org.za](http://www.joburg.org.za)
23. **OCCUPATIONAL HEALTH AND SAFETY**
- The successful tenderer will be required to comply with the requirements of the Occupational Health and Safety Act and regulations.
24. **COPYRIGHT/PATENT RIGHTS**
- Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed, by a consultant/trainer in the course of the consultancy service is vested in the Municipality.
25. **SUPPLIER REGISTRATION**
- Prospective tenderers are required to register as suppliers/service providers on the City of Johannesburg supplier database prior to quoting. The tenderer is required to record the vendor number in the space provided on the cover page of this quotation document.
- 26 The municipality reserves the right, to cancel and re-issue the quotation.

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- 27 A valid Tax Clearance Certificate or the SARS Pin of the Company should be submitted with this quotation document. In cases where the tenderer has not submitted a Tax Clearance Certificate/SARS Pin, the Municipality reserves the right to at any time after the closure of the tender, but before the award of the tender, request from the tenderer to provide the valid Tax Clearance Certificate or a SARS Pin within seven (07) days from date of notification. Bidders should note, that in accordance with legislation, no contract may be awarded to a/an person/entity who/which has failed to submit a Valid Tax Clearance Certificate issued by the South African Revenue Service (SARS), certifying that the taxes of that person/entity are in order, or that suitable arrangements have been made with SARS/SARS pin to enable the City of Johannesburg to verify that the Company is tax compliant.  
Each party to a consortium/joint venture should submit a separate tax clearance certificate or SARS Pins.
- 28 Quotations must be enclosed in separate sealed envelopes, bearing the RFQ Number, closing time and due date.
- 29 **PLEASE NOTE THAT NO PRICE CHANGES WILL BE ALLOWED AFTER THE CLOSING DATE AND TIME OF THE QUOTATION.**
- 30 **FALSE DECLARATION ON MUNICIPAL BIDDING DOCUMENTS FORM (MBD) MAY LEAD TO AUTOMATIC DISQUALIFICATION.**
- 31 **NB! RECOMMENDED BIDDER WILL BE SUBJECTED TO VETTING PROCESS**
- 32 **ALL PAGES MUST BE INITIALED**
- 33 **EVALUATION CRITERIA:**

**VALIDITY OF RFQ: 30 DAYS**

<b><u>OFFICE USE ONLY:</u></b> <b><u>PRICE/S TO BE VAT EXCLUSIVE</u></b>	
RFQ'S above R30 000,00 to a maximum of R750 000,00 VAT Inclusive will be evaluated on the basis of the 80:20-point system as stipulated in the Preferential Procurement Policy Framework Act (Act No. 5 of 2000), Preferential Procurement Regulations, 2022 and SCM practice note: 02/2023 and 01/2024	
Points will be allocated as follows:	
Points for price:	80
Preferential Goals (Max of 20):	20
Preferential Goals	<b>Allocated Points (80/20 system)</b>
Business owned by 51% or more Women	<b>10</b>
Enterprise located within the City of Johannesburg Metropolitan Municipality	<b>10</b>

**I HEREWITH CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED CONDITIONS.**

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**SIGNATURE**\_\_\_\_\_

**NAME**\_\_\_\_\_

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## CENTRAL SUPPLIER DATABASE

The Central Supplier Database maintains a database of organisations, institutions and individuals who can provide goods and services to government. The CSD will serve as the single source of key supplier information for organs of state from 01 April 2016 providing consolidated, accurate, up-to-date, complete and verified supplier information to procuring organs of state.

Prospective suppliers interested in pursuing opportunities within the South African government are encouraged to self-register on the Central Supplier Database. This self-registration application represents an expression of interest from the supplier to conduct business with the South African government. Once submitted, your details will be assessed for inclusion on the Central Supplier Database.

**NB: Suppliers are still required to register on the City of Johannesburg Supplier Database or keep up- to- date their registration profiles on the City of Johannesburg Supplier Database.**

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RFQ NR: COJ0078-23/24

**DESCRIPTION: REQUEST FOR QUOTATIONS: STAKEHOLDER ENGAGEMENT FOR THE REVIEW OF THE JOBURG CITY SAFETY STRATEGY AND DEVELOPMENT OF AN IMPLEMENTATION PLAN**

**SPECIFICATION**

**REQUEST FOR QUOTATIONS: STAKEHOLDER ENGAGEMENT FOR THE REVIEW OF THE JOBURG CITY SAFETY STRATEGY AND DEVELOPMENT OF AN IMPLEMENTATION PLAN**

**1. Background and Purpose**

The Joburg City Safety Strategy (JCSS, 2016) provides a framework which expressly recognises the responsibility of local government in improving public safety. The strategy promotes an integrated, collaborative, multi-agency approach to identify and problem solve the underlying issues, which result in safety and crime risks.

The City of Johannesburg is once again required to update the JCSS (2016) to assess whether the document still provides a clear and logical approach to the City's efforts to address crime and enhance safety in Johannesburg.

The Department of Public Safety at the City is hereby, requesting proposals from qualified bidders to render professional facilitation services for stakeholder engagement and the comprehensive write up of the outcomes of the engagement processes. Said outcomes are to reflect the new safety risks and broader perspectives on community safety as input into the review of the JCSS (2016) and development of an Implementation Plan for the execution of safety and crime prevention initiatives in the city.

**2. Scope of Work and Requirements**

**2.1. Scope of work**

The bidder will be required to plan and facilitate stakeholder engagements across the city with relevant internal and external stakeholders, to provide them with opportunities to input for the review of the JCSS and the development of a supporting JCSS implementation plan. The findings from the stakeholder engagements will need to be professionally documented and written up, including the consolidation and assessment of inputs, findings, and recommendations.

**2.1.1. Stakeholder Engagement Plan**

- The bidder will be required to produce a stakeholder engagement plan. Said plan should include the process for the identification of relevant stakeholders which must be done in consultation with the JCSP (such as but not limited to - various COJ representatives; where applicable other government/ and or law enforcement agencies; South African Police Services (SAPS); Community Policing Forums (CPFs); Private Security Associations; City Improvement Districts (CIDs); and other community structures; civil organisations; businesses, property owners; built environment and spatial planning organisations as well as experts in the field and other spheres of government.

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In addition, it must detail how stakeholders will be engaged to provide input into the JCSS review process and the development of the implementation plan. In order to ensure that a variety of stakeholder inputs are obtained, an innovative mechanism must be used to ensure that stakeholder consultation processes are inclusive.

### 2.1.2 Engagement with relevant stakeholders

Stakeholders (internal and external to the City) must be consulted in order to:

- gain an understanding of the safety issues experienced in the city;
- identify the challenges experienced in terms of implementing safety interventions;
- propose possible interventions/ programmes/ projects with opportunities for mitigation of these issues and challenges; and
- solicit comments on the future state of public safety in Johannesburg to strengthen the implementation focus.

The following engagements will be required:

- One (1) Round table with experts and practitioners who play a role in Urban Safety & Crime Prevention
- Engagements with relevant regional stakeholders (e.g., community and private sector organisations, as well as SAPS and practitioners/ experts from other spheres of government per administrative region within the city); i.e., seven (7) engagements.
- Conduct one (1) workshop with CoJ officials to share the stakeholder outcomes and findings.

Proof of engagements will be required in the form of agendas and attendance registers.

### 2.1.3 Write up of Stakeholder Engagement sessions:

- Professionally produce a stakeholder engagement report that documents the engagement process and outcomes:
  - Extract the key outcomes of relevance to the review of the JCSS.
  - Extract the key focus areas of relevance for the development of the implementation plan.

## 2.2. Deliverables

The bidder will have to:

- 2.2.1 Develop a JCSS Stakeholder Engagement Plan to be finalised with the JCSP.
- 2.2.2 Plan and facilitate all stakeholder engagements and the verification of outcomes. This includes preparation, for example: consultation material, flipcharts, writing materials, etc.
- 2.2.3 Submit a draft and final version of a JCSS Stakeholder Engagement report for sign off by CoJ.
- 2.2.4 Provide and present a high-quality power point presentation of the stakeholder engagement report.
- 2.2.5 Supply two (2) hard copies and an electronic version of the final JCSS Stakeholder Engagement report (word version of the final document, PowerPoint presentation, any graphics, tables, etc in high quality dots-per-inch (DPI) format for quality printing).

The CoJ undertakes to provide the appointed service provider with the following:

- 2.2.6 The Joburg City Safety Programme (JCSP) Office will assist as far as possible with the gathering of relevant background and strategic documents and any additional information

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required by the bidder, including assistance with setting up of relevant interviews and/or workshops with internal and external stakeholders and role-players.

2.2.7 A confirmatory letter from the Department of Public Safety, authorising the successful bidder to undertake these stakeholder engagements.

2.2.8 To facilitate the achievement of milestones, project oversight will be provided by the Deputy Director: Joburg City Safety Programme (JCSP) Office or his/her nominee. Appropriate project leadership and support will be provided by the Deputy Director and the project lead until completion of the project.

2.2.9 The appointed bidder will be required to:

- Attend project meetings every two weeks (one physical/ face-to-face meeting per month with the option of online meetings) with the JCSP project-lead to provide progress reports/ feedback on key deliverables until project completion.
- Take minutes at meetings and ensure the timeous dissemination of minutes.

2.2.10 The bidder may be required to make presentations or make available presentation materials to provide additional updates/ briefings as needed at key milestones in the process.

**Table 1: Deliverables**

Focus Area (Output)	Activity	Estimated Duration
Project Inception and Administration	1.1.1 Provide a detailed Stakeholder Engagement Plan	10 days
Stakeholder engagement through workshops, and roundtable sessions	1.1.2 Round table with experts and practitioners who play a role in Urban safety & Crime Prevention	50 days
	1.1.3 Seven (7) Engagements with relevant stakeholders (e.g., community, private sector organisations and as well as South African Police Services (SAPS) experts and practitioners from other spheres of government) per administrative region within the city;	
	1.1.4 Conduct one (1) workshop with CoJ officials to share the stakeholder outcomes and findings.	
Write up the stakeholder engagement report	1.1.5 Consolidate inputs from consultations and provide a database of stakeholders consulted.	14 days
	1.1.6 Submit a draft Stakeholder Engagement report with findings and recommendations to the City.	14 days

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Focus Area (Output)	Activity	Estimated Duration
	1.1.7 Consolidate comments/ input from the COJ on the draft report.	14 - 20 days
	1.1.8 Submit the final draft Stakeholder Engagement Report to the COJ.	7 days
Presentation of Draft Report	1.1.9 Present the final draft report in power point presentation to key COJ officials with findings & recommendations. Consolidate any further inputs from the feedback.	10 days
Final output	1.2.0 Supply final hardcopies (x2) and soft copy of the final Stakeholder Engagement report (editable word version of the final document), Final editable PowerPoint presentation, any graphics, tables, etc in high quality dots-per-inch (DPI) format for high quality printing)	14 days

**Note:**

**Exclude any venue hire costs for workshops. The costs for meeting venues (including audio-visual equipment), and advertising of stakeholder meetings will be covered by the City.**

**Costs to attend meetings and for disbursements (i.e. printing, copying, etc), and travelling costs should be factored into the costing of the Bid/ RFQ.**

**Meetings will take place within the administrative regions of the City of Johannesburg.**

**The duration for the completion of deliverables are estimates.**

**The final document will be the property of the City of Johannesburg.**

### **3 Duration of the Contract**

The contract will commence as soon as the Purchase Order (PO) is issued by the City, and it is anticipated that the contract period will not exceed six (6) months.

### **4. Evaluation Criteria**

Proposals will be evaluated in terms of the Preferential Procurement Policy Framework Act using the 80:20 points system. Proposals will initially be evaluated in terms of functionality and then in respect of the Preferential Procurement Policy Framework Act using the 80:20 points system. Only proposers who score 70 points and more on functionality will be able to proceed to be further evaluated in terms of the price competitiveness.

#### **4.1 Expertise required:**

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The bidder will be required to have the following skills, expertise and capacity:

- Strong stakeholder engagement skills at a municipal and community level.
- Excellent verbal and written communication skills to convey information clearly and effectively to stakeholders. This includes active listening, articulating ideas clearly, and adapting communication styles to different types of target groups i.e., youth and women need to be included as they do not participate as actively as men in community engagements.
- Conflict Resolution skills to manage any possible conflicts that may arise among stakeholders, including identifying underlying issues, mediating disputes, and finding mutually acceptable solutions.
- Negotiation skills are required in order to reach agreements and resolve differences between stakeholders with competing interests.
- Excellent facilitation experience and skills for both virtual and face-to-face meetings. A variety of methods may help in guiding discussions, brainstorming sessions, and decision-making processes among stakeholders. This skill is required in order to encourage active participation from all stakeholders, whilst ensuring stakeholders provide the required inputs needed to verify safety risks and to guide development of the implementation plan for the JCSS review.
- Strategic thinking and problem-solving skills are required to extract and align stakeholder interests, challenges experienced, and opportunities identified with project goals and objectives. This involves understanding the broader context of the project, identifying potential risks and opportunities, and developing strategies to address them. This includes the ability to identify and analyse problems, and develop innovative solutions, critical thinking, resourcefulness, and the ability to think on your feet.
- Cultural competence skills are critical as stakeholders are diverse and come from a variety of cultural backgrounds. This skill involves understanding and respecting cultural differences, and adapting approaches accordingly, to ensure the stakeholder process is inclusive.
- Project Management skills are important for planning, organizing, and coordinating stakeholder engagement activities, including managing timelines and resources efficiently.
- Knowledge of modern theories and practices of strategy formulation and execution;
- An in-depth understanding of crime and safety issues as it relates to the building of safer cities;
- Sound knowledge of spatial and urban design principles, including open public space, ideally within public parks realm;
- Stakeholder engagement service providers must be flexible in order to adapt to unforeseen eventualities or changing circumstances, priorities, and stakeholder needs. This involves the need to obtain feedback, change and adjust approaches or methodologies as and when needed within reasonable timeframes for the specific deliverable, especially when challenges arise.

Bidders are expected to be familiar with relevant legislation and policy documents relating to safety and crime prevention, and have a strong understanding of the multiple dimensions of safety and its implementation at community level, including safety planning, community safety implementation, early prevention, including the following:

- Excellent knowledge of South African policies on safety and other relevant legislation and policy documents such as, the White Paper on Safety and Security and its implementation framework, the Integrated Crime and Violence Prevention Strategy, National Strategic Plan on GBVF, Integrated Urban Development Framework, IDPs, and 1998 White Paper on Local Government;
- Knowledge of powers and functions in municipal / local government in relation to community safety planning and violence prevention as defined by relevant legislation and

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policy documents such as (but not limited to) the White Paper on Safety and Security, Integrated Urban Development Framework (IUDF), etc.

- Knowledge of the municipal / local government mandate and other potential roles or contributions in relation to urban safety planning and crime prevention including the role of the Metropolitan Police with its mandate and functions; and
- Knowledge and understanding of the literature, policy and practice of Crime Prevention, Safety through Environmental Design, Monitoring and Evaluation in safety related work.

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The detailed specifications, in terms of the above-mentioned functionality criteria are outlined in the table below:

**Table 2: Functionality Criteria**

Criteria	Guidelines	Points
1. Methodology and approach	<p><b>Methodology</b></p> <p>A Stakeholder Engagement plan outlining the processes, activities and methodology in order to meet project deliverables and deadlines:</p> <ul style="list-style-type: none"> <li>• No project plan = 0 points</li> <li>• Generic project plan = 10 points</li> <li>• Detailed project plan costed, time bound and aligned to the CoJ requirements= 20 points</li> </ul>	<p><b>TOTAL 20 points</b></p> <p>20 points</p>
<p>2. Track Record</p> <p>2.1 Demonstration of urban safety related projects with a stakeholder engagement component</p>	<p><b>Track Record</b></p> <p>Demonstrate track record of successful completion of relevant projects by providing contactable reference letters, for the <b><u>urban safety related projects with a stakeholder engagement component</u></b> submitted:</p> <ul style="list-style-type: none"> <li>• No reference letter = 0 points</li> <li>• One reference letter = 5 points</li> <li>• Two reference letters = 10 points</li> <li>• Three or four reference letters = 20 points</li> <li>• Five and above = 30 points</li> </ul> <p>References must be on a client letterhead or stamped document and signed by the client, including name/ description of project confirming services rendered and value of the project, date of completion and a comment on the level of satisfaction with the service.</p>	<p><b>TOTAL 50 points</b></p> <p>30 points</p>
2.2 Number of years of experience in executing stakeholder engagements	<p>Demonstrate that the company has the requisite number of years of experience in executing <b><u>stakeholder engagements at a municipal and community level, including extracting and reporting key outcomes:</u></b></p> <ul style="list-style-type: none"> <li>• No experience = 0 points</li> <li>• 1 – 2 years’ experience = 2 points</li> <li>• 3 - 5 years’ experience= 10 points</li> <li>• over 5 years’ experience= 20 points</li> </ul>	20 points

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Criteria	Guidelines	Points
<p>3. Capacity and Skills:</p> <p>3.1 Qualifications for Lead/ Senior stakeholder engagement in development studies, Criminology, Spatial and Urban Planning/ Urban Design, Humanities, Public Policy or related field;</p> <p>3.2 Qualifications for the facilitator stakeholder engagement consultant in development studies, Criminology, Spatial and Urban Planning/ Urban Design, Humanities, Public Policy or related field;</p> <p>CVs must have projects, roles played and period. If any of the above information is not contained in the CV zero points will be awarded</p>	<p><b>Capacity and Skills</b></p> <p><b>Lead/ Senior stakeholder engagement consultant to have a minimum post-graduate honours degree or professional qualification and minimum of 5 years' experience</b>  Proof of qualifications with an accredited institution must be provided to obtain the points</p> <ul style="list-style-type: none"> <li>No proof of qualification = 0 points</li> <li>NQF level 7 in the related field = 10 points</li> <li>NQF level 8 and above in the related field = 20 points</li> </ul>	<p><b>TOTAL 30 points</b></p> <p>20 points</p>
	<p><b>Facilitator stakeholder engagement consultant to have a minimum NQF level 6 with a minimum of 3 years' experience</b>  Proof of qualification with an accredited institution must be provided to obtain the points</p> <ul style="list-style-type: none"> <li>No proof of qualification or 0 -2 years' experience= 0 points</li> <li>3 years' experience = 2 points</li> <li>4 years' experience = 5 points</li> <li>5 years' experience and above = 10 points</li> </ul>	10
<b>TOTAL</b>		<b>(100)</b>
<b>THRESHOLD</b>		<b>70</b>

## 5. Contracting Arrangements

The successful bidder will enter into a service level agreement with the CoJ and is expected to liaise and report to the CoJ.

## 6. Returnable documents

The bid should include:

- 6.1 Valid One-Time Pin (OTP) for the tender purposes.
- 6.2 Central Supplier Database (CSD) proof of registration or MAAA number.
- 6.3 Municipal rates and taxes for company and all directors not in arrears for more than 90 days (if in arrears must provide proof of arrangement to pay the council) or affidavit or lease agreement not older than three (3) months.
- 6.4 Completed and signed MBD forms 2, 4, 6.1, 8 and 9.

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- 6.5 Completed and signed Declaration on State of Municipal Account.
- 6.6 Completed and signed Form of Bid.
- 6.7 Completed and signed pricing schedule.
- 6.8 Valid and original B-BBEE certificate or certified copy or sworn Affidavit issued from SAPS.
- 6.9 Company profile.
- 6.10 Copies of examples for similar/related projects successfully completed.
- 6.11 Traceable reference letters from reference companies linked to similar/related projects successfully completed.
- 6.12 Detailed project plan with costs as well as clear milestones and deliverables.
- 6.13 Curriculum Vitae (CVs), including certified qualifications of the project leader, and the entire team allocated.

## 7. Disqualifying Criteria

- 7.1 Failure to complete and sign Form of Bid.
- 7.2 Failure to quote for all specified items.

## 8. Information for Bidders

The proposal should include:

- Outline of the proposed approach.
- Methodology that would be used to undertake the assignment.
- Limitations of the study.
- Provide a detailed breakdown of costs for each deliverable in the Form of Bid herein.
- The total price to execute the full scope of work and produce the required deliverables should include VAT, disbursements and all other material required.
- Exclude any venue hire and advertising costs for workshops.
- The costs for meeting venues (including audio-visual equipment), advertising of stakeholder meetings will be covered by the City.
- The cost of travelling should be factored into the costing of the Bid/ RFQ.
- Costs to attend meetings and for disbursements (i.e., printing, copying, etc), and travelling costs should be factored into the costing of the Bid/ RFQ.
- Meetings will take place within the administrative regions of the City of Johannesburg.
- The duration for the completion of deliverables are estimates.
- The final document will be the property of the City of Johannesburg.

For further information, please contact:

Ms Margo Weimers

Email: [Margow@joburg.org.za](mailto:Margow@joburg.org.za)

## 9. Special Conditions

The special conditions are as follows:

The bidder is required to provide a complete cost breakdown in terms of deliverables and services that will be provided. **There shall be no upfront payment to the preferred bidder.** The cost breakdown must consider all deliverables noted above.

Copyright of information obtained through the course of the review of JCSS is the property of the City of Johannesburg and may not be sold or re-produced by the bidder without the prior written permission of the City of Johannesburg.

## SPECIAL REQUIREMENTS:

Initials

**RFQ NR:** \_\_\_\_\_

FORM B: FORM OF QUOTATION AND FORM OF ACCEPTANCE

Will the quoted price remain firm for a period of 30 days? (YES/NO)

If not: State the validity period \_\_\_\_\_

Is/Are the price/s quoted subject to the 2,5% settlement discount (YES/NO) \_\_\_\_\_

Is/Are the tender price firm until completion of order/work? (YES/NO)

\_\_\_\_\_

If not:

- (a) Submit the cost factors which will be taken into account in the event of price increase/decrease, as well as the compilation of the tender price/s, i.e. cost price, transport cost, margin of profit, etc (clause of the Specification and Additional Conditions of Tender, Form A, refers)

	%	INDEX FIGURE AND BASE DATE (EG. SEIFSA TABLE E1 JUNE 1992)
Material		
Labour		
Transport		
Profit		
OTHER		
1		
2		
3		
TOTAL	100	

NB. If prices are variable due to fluctuation in the exchange rate, the acceptance of any order will be subject to forward cover taken out by yourselves.

SIGNATURE OF TENDERER:.....

**Initials**

FORM OF QUOTATION AND FORM OF ACCEPTANCE (contd)

Group Head: SSCM City  
of Johannesburg

Sir/Mam,

I/We the undersigned, having examined the specification, hereby offer to supply and deliver the items in accordance therewith, at the following price:

ITEM	DESCRIPTION	PRICE
1.	Key Deliverable: Draft Stakeholder Engagement Plan, Stakeholder database and Stakeholder Engagement Report	
2.	Key Deliverable: Present draft power point presentation of the Stakeholder Engagement key findings, and recommendations	
3.	Key Deliverable: Final documents and presentation with all incorporated changes	
		<b>GRAND TOTAL PRICE (EXCL. VAT)</b>  R

PLEASE QUOTE FOR ALL ITEMS

**The CoJ reserves the right to increase or decrease the quantity.**

Is the Company VAT Registered? (YES/NO): \_\_\_\_\_

VAT Number: \_\_\_\_\_

VENDOR NUMBER \_\_\_\_\_

VENDOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Initials

FORM OF QUOTATION AND FORM OF ACCEPTANCE (contd)  
SIGNATURE OF PERSON/S AUTHORISED TO SIGN QUOTATIONS:

NAME	ID NUMBER	CAPACITY	SIGNATURE

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2023.

REGISTERED NAME OF TENDERING COMPANY/SUPPLIER: - (IN BLOCK LETTERS)

\_\_\_\_\_

COMPANY REGISTRATION NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER:  
\_\_\_\_\_

AS WITNESSES:

1 \_\_\_\_\_

\_\_\_\_\_  
(NAME & SURNAME IN BLOCK LETTERS)

2 \_\_\_\_\_

\_\_\_\_\_  
(NAME & SURNAME IN BLOCK LETTERS)

**Initials**

--

**STATEMENT OF AUTHORISATION**

IF THE TENDERER IS A COMPANY OR FIRM, STATE ON WHAT AUTHORITY THE UNDERSIGNED HAS THE AUTHORIZATION TO SIGN THE TENDER DOCUMENTS, FOR EXAMPLE: COMPANY'S RESOLUTION OR PROCURATION OR STATUTES OF PARTNERSHIP, ETC.

I/We the undersigned is/are authorized to enter into this contract on behalf of

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

..... by authority of .....

dated ..... a certified copy of which may be attached to this tender.

**SIGNATURE:**

1. \_\_\_\_\_ ID NR \_\_\_\_\_ DATE: \_\_\_\_\_

2. \_\_\_\_\_ ID NR \_\_\_\_\_ DATE: \_\_\_\_\_

**WITNESSES:**

1. \_\_\_\_\_ ID NR \_\_\_\_\_ DATE: \_\_\_\_\_

2. \_\_\_\_\_ ID NR \_\_\_\_\_ DATE: \_\_\_\_\_

**NB:**     **PROOF IS REQUIRED THAT THE COMPANY HAS BEEN REGISTERED AND DOES IN FACT EXIST, AND THAT THE PERSONS WHO HAVE SIGNED THE TENDER DOCUMENT HAVE INDEED BEEN SO AUTHORIZED**

Initials

**MBD 4: DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 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 of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

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**

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: “in the service of the state” means to be –

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

<sup>2</sup> Shareholder” 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.

**Initials**

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 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

3.11.1 If yes, furnish particulars

.....  
.....

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

3.12.1 If yes, furnish particulars.

.....  
.....

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

3.13.1 If yes, furnish particulars.

.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. ..... YES /

**NO**

3.14.1 If yes, furnish particulars:

.....  
.....

**Initials**

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

**Initials**

**MBD 8: DECLARATION OF TENDERER PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Municipal Tender Document must form part of all tenders/quotations 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 tender of any tenderer may be rejected if that tenderer, 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 tender:**

Item	Question	Yes	No
4.1	Is the tenderer any of its directors listed on the National Treasury's database as a company or persons prohibited from doing business with the public sector? <b>(Companies for 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> (listen to the other side) rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the tenderer 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)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the tenderer 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:		

2/...

Initials

4.4	Does the tenderer 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 tenderer 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 to comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**POSITION**

.....  
**NAME OF TENDERER**

**Initials**

**MBD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

Initials

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_ (Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_ (Name of Municipality / Municipal Entity)

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<sup>3</sup> will not be construed as collusive bidding.

**Initials**

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.

**Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a 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

**Initials**

CITY OF JOHANNESBURG
FINANCE DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

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

- 1. Name of bidder
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.

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

Initials [ ]

ARTICLE OF AGREEMENT IN TERMS OF THE OCCUPATIONAL SAFETY ACT, 1993  
BETWEEN

**The CITY OF JOHANNESBURG**  
(Hereinafter referred to as the  
"EMPLOYER")

AND

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

Herein represented by ..... in his/her capacity as .....  
duly authorised as per Form D , Attached hereto,(herein after referred to as the (CONTRACTOR")  
WHEREAS the CONTRACTOR is the mandatory of the EMPLOYER as contemplated in an  
agreement in respect of .....

.....  
.....(RFQ Description)

RFQ number.....

AND WHEREAS the Occupational Health and Safety act, 1993 (Act 85 of 1993, hereinafter referred to as the "ACT"), imposes certain powers and duties upon the EMPLOYER.

AND WHEREAS the parties have agreed to enter into an agreement in terms of the ACT. NOW THEREFORE the parties agree as follows:

- (a) The CONTRACTOR undertakes to acquaint the appropriate officials and employees of the CONTRACTOR with all relevant provisions of the ACT and the regulations promulgated in terms thereof.
- (b) The CONTRACTOR undertakes that all relevant duties, obligations and prohibitions imposed in terms of the ACT and Regulations will be fully complied with. Provided that should the EMPLOYER prescribe certain arrangements and procedures, that same shall be observed and adhered to by the CONTRACTOR, his officials and employees. The CONTRACTOR shall bear the onus of acquainting himself/herself/itself with such arrangements and procedures.
- (c) The CONTRACTOR hereby accepts sole liability for such due compliance with the relevant duties, obligations, prohibitions, arrangements and procedure, if any, imposed by the ACT and Regulations and the EMPLOYER expressly absolves the EMPLOYER from itself being obliged to comply with any of the aforesaid duties, obligations, prohibitions, arrangements and procedure as the case may be.
- (d) The CONTRACTOR agrees that any duly authorised officials of the EMPLOYER shall be entitled, although not obliged, to take such steps as may be necessary to ensure that the CONTRACTOR has complied with the undertakings as more fully set out in paragraphs (a) and (b) above, which steps may include, but shall not be limited to, the right to inspect any appropriate site or premises occupied by the CONTRACTOR, or to inspect any appropriate records held by the CONTRACTOR or to take such steps it may deem necessary to remedy the default of the CONTRACTOR at the cost of the CONTRACTOR.

**Initials**

- (e) The CONTRACTOR shall be obliged to report forthwith to the EMPLOYER any investigations, complaint or criminal charge which may arise as a consequence of the provisions of the ACT and Regulations, pursuant to work performed in terms of this agreement, and shall, on written demand, provide full details in writing of such an investigation, complaint or criminal charge as the case may be.

Thus signed at JOHANNESBURG for and on behalf of the EMPLOYER on this the

..... day of .....20.....

AS WITNESSES:

1. ....

2. ....

SIGNATURE .....

NAME AND SURNAME.....

CAPACITY.....

Thus signed at ..... for and on the behalf of the CONTRACTOR on this the..... day of.....2023

AS WITNESSES:

1. ....

2. ....

SIGNATURE.....

NAME AND SURNAME.....

CAPACITY.....

**Initials**

**MBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

Initials

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 6.1. POINTS AWARDED FOR PRICE

#### 6.1.1. THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Initials

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 6.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 6.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 7. POINTS AWARDED FOR SPECIFIC GOALS

7.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

7.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both

Initials

the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER	MEANS OF VERIFICATION DOCUMENTS REQUIRED	NUMBER OF POINTS ALLOCATED (80/20 SYSTEM)	NUMBER OF POINTS CLAIMED (80/20 SYSTEM) (TO BE COMPLETED BY THE TENDERER)
<b>GOAL 1: DESIGNATED GROUP</b>			
Business owned by 51% or more Black People	CSD report, Valid BBEE Certificate/ affidavit Sworn under oath, ID copy of owner/s of the business or Shareholder's certificate	5	
Business owned by 51% or more Women	CSD report, ID copy of owner/s of the business or Shareholder's certificate	5	
<b>GOAL 2: SPECIFIC GOAL</b>			
Enterprise located within the City of Johannesburg Metropolitan Municipality	CSD report and proof of municipal account	10	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

7.3. Name of company / firm .....

7.4. Company registration number: .....

7.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

7.6. I, the undersigned, who is duly authorised to do so on behalf of the company / firm,

Initials

certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company / firm for the preference(s) shown and I acknowledge that:

- a) The information furnished is true and correct;
- b) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- c) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- d) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b> .....
<b>DATE:</b> .....
<b>ADDRESS:</b> .....
.....
.....
.....

**Initials**