

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICE PROVIDERS

ADVERT DATE: 17 OCTOBER 2023

CLOSING DATE: 15 NOVEMBER 2023

BRIEFING DATE: 24 OCTOBER 2023

CLOSING TIME: 12H00

BRIEFING TIME: 11H00

CIVIL AND STRUCTURAL ENGINEERS - JDA PSPEU CSE001/2023
Estimated Construction value
R18 000 000

**BID DESCRIPTION: PUBLIC ENVIRONMENT UPGRADE AT PARK STATION PRECINCT:
APPOINTMENT OF A PROFESSIONAL CIVIL AND STRUCTURAL ENGINEERS - SERVICE
PROVIDER**

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT

Offices of the Johannesburg Development Agency, 3 Helen Joseph (former 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)**

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.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department Procurement

Contact Person: Claudia Mahlaule, Lerato Ntuli - cmahlaule@jda.org.za, ltntuli@jda.org.za

Tel: 011 688 7851

ANY ENQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department Development Implementation

Contact Person: Thabelo Ratshilumela - tratshilumela@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)**

BID / RFP NUMBER

.....

BID / RFP DESCRIPTION

.....

NAME OF BIDDER

.....

POSTAL ADDRESS

.....

STREET ADDRESS

.....

TELEPHONE NUMBER

CODE **NUMBER**

CELLPHONE NUMBER

.....

FACSIMILE NUMBER

CODE **NUMBER**

VAT REGISTRATION NUMBER

.....

TOTAL BID PRICE INCLUDING VAT

R.....

TOTAL BID PRICE INCLUSIVE OF VAT (IN WORDS)

.....

.....

SIGNATURE OF BIDDER

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

DATE

.....

**THE ABOVE PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO WILL RESULT IN THE
BID BEING DISQUALIFIED**

To all our stakeholder

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 combating fraud and corruption. The City took a decision to centralized the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent service providers.

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 002 587
- Toll free Fax 0800 007 788
- SMS (charged @ R1.50).....32840
- Email Address:..... anticorruption@tip-offs.com
- Web site:..... www.tip-off.com
- Free post:.....Free post, KZN 138, Umhlanga, 4320



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

APPOINTMENT OF A PROFESSIONAL CIVIL AND STRUCTURAL SERVICE PROVIDER

REQUEST FOR PROPOSAL FOR:

	BID NUMBER:
Civil and Structural Engineers	JDA PSPEU CSE001/2023

October 2023

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ANNEXURES

A	: Business Declaration
B	: Declaration of Interest
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F	: Form of Agreement _ Appointment of Consultants
H	: Declaration On State Of Municipal Accounts

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

Public Environment Upgrade project in the Park Station Precinct

- **Civil and Structural Engineers: Contract Number: JDA PSPEU CSE001/2023**

The JDA is requesting proposals from experienced and suitably qualified Civil and Structural Engineers for the planned Public Environment Upgrade project in the Park Station precinct, with specific focus on “Universal Accessibility” (UA) to the to the existing and the newly built Rea Vaya BRT’s Park Stations for a period of thirty-six (36) months.

Queries relating to procurement matters may be addressed to Ms. Lerato Ntuli at Lntuli@jda.org.za.

Technical queries or queries relating to the project may be addressed to Thabelo Ratshilumela, e-mail: tratshilumela@jda.org.za.

A compulsory tender briefing session with representatives of the Employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown on 24 October 2023 starting at 11h00.

Documents may be downloaded from the JDA’s website as follows: www.jda.org.za as well as on www.etenders.gov.za from 17 October 2023. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

The closing time for receipt of tenders is 12:00pm on 15 November 2023. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

The physical address for the delivery of tender documents is Johannesburg Development Agency, Ground Floor Reception Area, The Bus Factory, 3 Helen Joseph Street (formerly President Street), Newtown 2000.

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

1.1. Purpose of this Request for Proposal

The JDA to achieve its area based agency mandate, requires the services of technical professionals to assist in all pre-development work including planning, designing and implementation of its CAPEX project for the next three financial years. The aim is to allow the JDA to draw on the skills of professional services to fast-track the in packaging and implementation of catalytic interventions across priority development areas of the City.

The Johannesburg Development Agency (JDA therefore requests interested professional service providers (companies, firms and joint ventures) to apply to be appointed for a period of thirty six months..

Individual appointments are invited from following professional services:

- **Civil and Structural Engineers**

Proposals for this contract are invited by public tender.

2. PROJECT INFORMATION

2.1. Background of the Assignment

The requirement is for Civil and Structural Engineers to provide full engineering services for the planned Public Environment Upgrade project in the Park Station precinct, with specific focus on “Universal Accessibility” (UA) to the to the existing and the newly built Rea Vaya BRT’s Park Stations.

The City of Johannesburg has been investing in public transport networks and facilities such as the public transport facilities and Rea Vaya Bus Rapid Transit (BRT) services for more than a decade and is currently completing Phase 1C (Inner City via Louis Botha Avenue to Sandton CBD). CoJ’s spatial Development Framework (SDF 2016) and other local spatial plans (Louis Botha Development Corridor Strategic Area Framework (2014) promote transit-oriented development (TOD) as a key city development strategy. The latter framework identified various priority precincts for city intervention as part of the “Corridors of Freedom” initiative. This TOD approach seeks to create urban spaces with a vibrant mix of high-density developments, economic activities, and social services within walkable precincts with quality public spaces that are connected by well-planned public transport arterials. All Phase 1C stations are viewed as TODs where economic activities should be centred around.

One of the key outcomes of the City's GDS 2040 is to provide a resilient, liveable, sustainable urban environment underpinned by infrastructure supportive of low-carbon economy. The concept of liveability relates to how an urban system can contribute to the physical, social and mental well-being and personal development of all its inhabitants. This could be achieved through the development of desirable spaces that encourage and foster a sense of community. The urban street system is the most prevalent communal space and has an important role in creating a liveable city. The GDS 2040 encourages the development of a street system that supports not only the movement of public and private transport vehicles, but identifies as a key priority, the need for citizens from all user groups to access the public transport system and areas of economic activities safely and conveniently.

The Johannesburg Development Agency has been appointed by the City of Johannesburg for the implementation of the REA Vaya BRT programme, including Rea Vaya Phase 1C stations, with terminal stations at Gandhi Square and Sandton CBD, respectively. To date, a total of fourteen stations have been built with the last three stations under construction namely, Sandton, Park Station and Gandhi Square stations.

The Phase 1C Rea Vaya route has been implemented as a low floor bus system, in contrast to the previous 1A and 1B routes from Soweto to Johannesburg CBD via Soweto Highway and Empire Road, respectively. It is for this reason that in order to integrate the existing Rea Vaya BRT route to the newly implemented Phase 1C route, low-floor stations have been built in close proximity of the existing high-floor stations for transfer purposes.

2.2. Benefits of Low-Floor Bus System

There are many advantages associated with a Low-floor Bus system and are listed below;

i. All passengers can board easier, faster and safer

Using a low floor bus involves less effort and delay and all passengers can board and alight more speedily. The risk of injury due to incidents such as slipping on the stairs is decreased in proportion to the reduction in the floor height.

ii. Potential for more off-peak trips

The absence of steps at entrances and exits means that all those people (possibly the majority of bus customers at off peak times) who travel with shopping, luggage, small children and those who are elderly or with disabilities, find the vehicles easier to use or, in some cases, possible to use for the first time.

iii. Accessibility for persons with special needs on the mainstream service

People with reduced mobility who have been unable to use public transport or have done so only with great difficulty or with assistance, are being offered the opportunity to take advantage of public transport with a much higher level of comfort or in some cases, to use these services for the first time.

2.3. Park Station Transit Oriented Development (TOD)

Park Station precinct is an integrated public transport hub, providing trains, buses, minibus taxis, shuttle service, e-hailing and long distance buses.

The high-floor Rea Vaya BRT station known as “Park Station” was built more than fourteen years ago. Recently, a low floor station was built between Wolmarans and Smith Street.

Due to divergent grades between the high-floor and low-floor stations, it has proven to be challenging to implement a “Universal Access” to the newly built station without major geometric upgrades at the intersections of Rissik Street / Wolmarans Street and Rissik Street / Smit Street, respectively.

The precinct requires an area-wide approach in addressing “Universal Access” challenges within the Park Station precinct.

3. EXTENT OF SCOPE

The focus of this project is to identify key linkages that may require upgrading, streets that can be upgraded to “Complete Street”, accommodating the needs of various road users with a strong focus on public transport commuters, pedestrians and public spaces. The aim of the project is to identify, prioritise and strategically implement Public Environment Upgrades (PEU) in the Park Station precinct with more focus on the Rea Vaya BRT Station. The interventions shall;

1. Render the recently built Park Station’s low-floor station accessible from all surrounding streets
2. Ease mobility for all road users
3. Upgrade infrastructural services
4. Enhance the overall legibility of the area
5. Resolve critical public safety challenges
6. Create usable and flexible public spaces

The new approach proposed was to conceptualise and begin to develop and re-develop the city’s streets as Public Environment Upgrade (PEU)s. Public Environment Upgrade (PEU)s refers to roads designed to accommodate diverse modes, users and activities including walking, cycling, public transport, automobiles, nearby businesses and residents. Such street design helps create more multi-modal transport systems and more liveable communities.

With multiple trip attractions within the study area, and the precinct being a gateway to western and southern quadrants of the Johannesburg CBD, it is critical that the intersections and linkages within the study area enables accessibility by ALL road users, primarily the elderly, children and the people with impaired mobility.

3.1. Location

The project is located in Park Station Precinct. Park Station precinct is an integrated public transport hub, providing trains, buses, minibus taxis, shuttle service, e-hailing and long distance buses. The Park Station hub is currently providing commuter linkages between various public transport modes such as Gautrain, Prasa, Rea Vaya, e-hailing, cross-border buses and many others.

There is multiple trip destinations around the Park Station precinct such as tertiary educational, government buildings, banking sector, businesses and other economic activities.

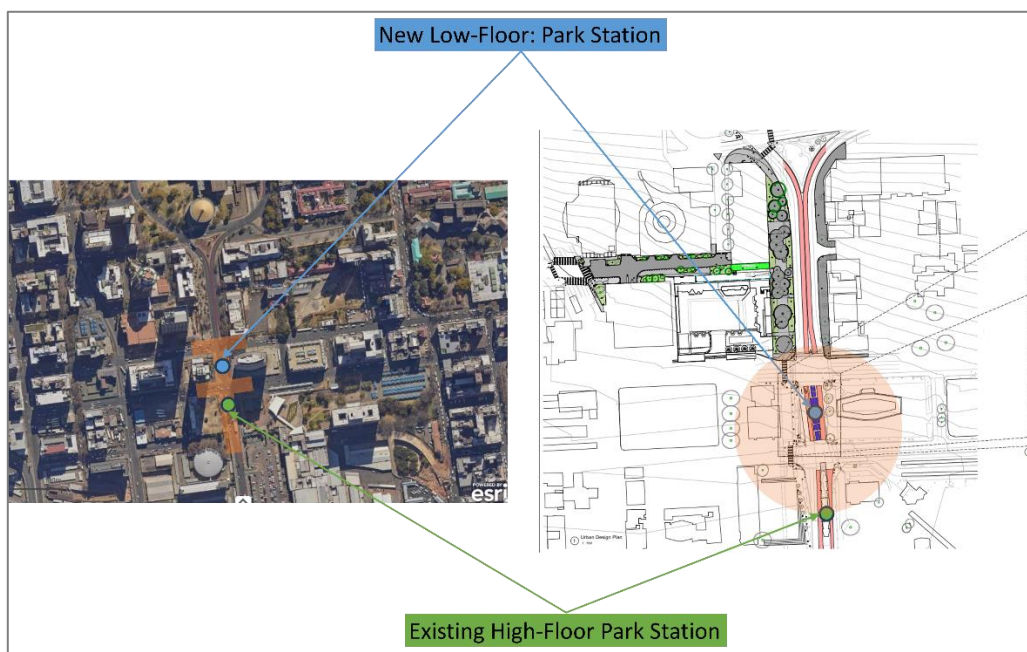


Figure 1: Rea Vaya BRT Park Station Precinct.

3.2. Project Description

The scope of works will comprise of the design and implementation of paved sidewalks, pedestrian crossings, universal access, street furniture, and traffic control measures, road marking signage, street lightning, soft and hard landscaping. The primary focus will be the universal accessibility of the newly built Park Station's Rea Vaya BRT Station between Wolmarans and Smith Street.

3.3. Scope of Work

The purpose of this project is to identify, design and implement strategic public environment upgrades within the precinct with a specific focus on accessibility to the Rea Vaya Stations, the newly built Park Station between Wolmarans and Smit Street. The project area is approximately 1200 square metres (sqm), covering the two stations (high and low-floor stations along Rissik Street) as well as a single block to the east and west of Smith and Wolmarans Streets, respectively. The PEU interventions should prioritise the following;

1. Universal Accessibility to Rea Vaya's Park Stations
2. Public safety
3. Urban efficiency
4. Mobility
5. Place making
6. Economic support
7. Geometric upgrades at abutting intersections
8. General legibility

3.4. General Scope of Services

A more detailed indicative scope of works is provided below in line with the Engineering Council of South Africa (ECSA) gazette No. 44333 of 26 December 2021. This Request for Proposal (RFP) must be read together with the ECSA guidelines. The scope will involve the following:

3.4.1. Planning, Studies, Investigations and Assessments

These typical services relate to carrying out studies and investigations as well as the preparation and submission of reports embodying preliminary proposals or initial feasibility studies and will normally be remunerated on a time and cost basis.

- Consultation with the client or client's authorized representative.
- Inspection of the site of the project.
- Developing a scope of work where required.
- Preliminary investigation, route location, planning and a level of design appropriate to allow decisions on feasibility and the selection of the most desirable project option.
- Assessments of existing built environment elements with a view to informing the project options, the scope of work and how to refurbish and/or integrate new works with existing works.
- Consultation with authorities having rights or powers of sanction as well as consultation with the public and stakeholder groups.
- Advise the client as to regulatory and statutory requirements, including environmental screening management and the need for surveys, analyses, tests and site or other investigations, as well as approvals, where such are required for the completion of the report, and arranging for these to be carried out at the client's expense.
- Searching for, obtaining, investigating and collating available data, drawings and plans relating to the works.
- Investigating financial and economic implications relating to the proposals or feasibility studies.
- Investigating financial and economic implications relating to the proposals or feasibility studies.

Deliverables will typically include:

- Collation of information.
- Reports on options and technical and financial feasibility and related implications.
- List of consents and approvals.
- Schedule of required surveys, tests, analyses, site and other investigations.

3.4.2. Normal Services

The services listed below are applicable to projects where the nature, form and function of the project has been defined through previous investigations and reports and the engineering services are required to take the project through to successful completion of construction.

Unless otherwise communicated in writing prior to the commencement of any work, part of the normal services of the consulting civil and structural engineer on all projects includes the provision of services related to all financial matters such as calculation of quantities, cost estimates, cost control and the procurement process

The only exceptions, where financial services do not form part of the normal services of the consulting engineer are in the following cases:

- a) Structural and civil engineering services related to building and multi-disciplinary projects, and where such services form part of the quantity surveyor's scope of services.
- b) Where the civil and structural consulting engineer is required to give assistance with such services, these shall be treated as an additional service remunerated on a time and cost basis. In the case of building and multi-disciplinary projects where the scope of works forms part of the principal building contract (for example a domestic subcontract) and where such financial administration services form part of the quantity surveyor's scope of services.

(i) Stage 1 – Inception

- Assist in developing a clear project brief.
- Attend project initiation meetings.
- Advise on procurement policy for the project.
- Advise on the rights, constraints, consents and approvals.
- Define the services and scope of work required.
- Conclude the terms of the agreement with the client.
- Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services.
- Determine the availability of data, drawings and plans relating to the project.
- Advise on criteria specific to own scope of work that could influence the project life cycle cost significantly.
- Provide necessary information within the agreed scope of the project to other consultants involved.

Deliverables will typically include:

- Agreed services and scope of work.
- Signed agreement. Report on project, site and functional requirements.
- Schedule of required surveys, tests, analyses, site and other investigations.
- Schedule of consents and approvals and related lead times.

(ii) Stage 2 - Concept and Viability (also termed Preliminary Design)

- Agree documentation programme with principal consultant and other consultants involved. Attend design and consultants' meetings.

- Establish the concept design criteria.
- Prepare initial concept design and related documentation.
- Advise the client regarding further surveys, analyses, tests and investigations which may be required.
- Establish regulatory authorities' requirements and incorporate into the design.
- Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.
- Establish access, utilities, services and connections required for the design.
- Coordinate design interfaces with other consultants involved.
- Prepare preliminary process designs; preliminary designs, and related documentation for approval by authorities and client and suitable for costing.
- Provide cost estimates and comment on life cycle costs as required.
- Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved. Typical deliverables will include: Concept design. Schedule of required surveys, tests and other investigations and related reports. Process design. Preliminary design. Cost estimates as required.

(iii) Stage 3 - Design Development (also termed Detail Design)

- Review documentation programme with principal consultant and other consultants involved.
- Attend design and consultants' meetings.
- Incorporate client's and authorities' detailed requirements into the design.
- Incorporate other consultants' designs and requirements into the design.
- Prepare design development drawings including draft technical details and specifications. Review and evaluate design and outline specification and exercise cost control.
- Prepare detailed estimates of construction cost.
- Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved.
- Submit the necessary design documentation to local and other authorities for approval.

Typical deliverables will include:

- Design development drawings.
- Outline specifications.
- Local and other authority submission drawings and reports.
- Detailed estimates of construction costs.

(iv) Stage 4 - Documentation and Procurement

- Attend design and consultants' meetings.
- Prepare specifications and preambles for the works.
- Accommodate services design.
- Check cost estimates and adjust designs and documents if necessary to remain within budget. Formulate the procurement strategy for contractors or assist the principal consultant where relevant. Prepare documentation for contractor procurement.
- Review designs, drawings and schedules for compliance with approved budget.
- Call for tenders and/or negotiation of prices and/or assist the principal consultant where relevant.

- Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required.
- Evaluate tenders.
- Prepare contract documentation for signature
- Assist in pricing, documentation and tender evaluation as required when the detailed services for these activities are provided by others.
- Assess samples and products for compliance and design intent.

(v) Stage 5 - Contract Administration and Inspection

- Attend site handover.
- Issue construction documentation in accordance with the documentation schedule
- including, in the case of structural engineering, reinforcing bending schedules and
- detailing and specifications of structural steel sections and connections.
- Carry out contract administration procedures in terms of the contract.
- Prepare schedules of predicted cash flow.
- Prepare pro-active estimates of proposed variations for client decision making.
- Attend regular site, technical and progress meetings.
- Review the Contractor's quality control programme and advise and agree a quality assurance plan.
- Inspect the works for quality and conformity to contract documentation, on average once
- Review the outputs of quality assurance procedures and advise the contractor and
- client on the adequacy and need for additional controls, inspections and testing.
- Adjudicate and resolve financial claims by contractor(s).
- Assist in the resolution of contractual claims by the contractor.
- Establish and maintain a financial control system.
- Clarify details and descriptions during construction as required.
- Prepare valuations for payment certificates to be issued by the principal agent.
- Instruct, witness and review all tests and mock ups carried out both on and off site.
- Check and approve contractor drawings for design intent.
- Update and issue drawings register.
- Issue contract instructions as and when required.
- Review and comment on operation and maintenance manuals, guarantee certificates and
- warranties.
- Inspect the works and issue practical completion and defects lists.
- Arrange for the delivery of all test certificates, statutory (regulatory) and other approvals,
- as built drawings and operating manuals

Typical deliverables will include:

- Schedules of predicted cash flow.
- Construction documentation.
- Drawings register.
- Estimates for proposed variations.
- Contract instructions.
- Financial control reports.
- Valuations for payment certificates.

(vi) Stage 6 - Close- Out

- Inspect and verify the rectification of defects.
- Receive, comment and approve relevant payment valuations and completion certificates
- Facilitate and/or procure final operations and maintenance manuals, guarantees and
- warranties.

- Prepare and/or procure as-built drawings and documentation.
- Conclude the final accounts where relevant.

Typical deliverables will include:

- Valuations for payment certificates.
- Works and final completion lists.
- Operations and maintenance manuals, guarantees and warranties.
- As-built drawings and documentation.
- Final accounts.

(vii) Additional Services

- Additional services pertaining to all stages of the project
- Construction Monitoring
- Quality Assurance System
- Lead Consulting Engineer
- Engineering Management Services (Principal Consultant)

3.4.3. Management of this Assignment

Service providers that wish to be appointed as must:

- Demonstrate the professional registration of principal(s)/employed staff to be appointed.
- Demonstrate the professional qualifications of principal(s)/employed staff to be appointed.
- Demonstrate the professional experience of principal(s)/employed staff to be appointed.
- Respond to this request for proposal and ensure that all forms are completed in full, together with all annexures and signed by authorised representatives.
- Ensure that all details, as required in this request for proposal and forms are complete, that the furnished information is correct and that the required returnable documents are attached to the proposal. Incomplete applications will not be considered for appointment as service providers.
- Nominate a single point of contact that will be responsible for all deliverables as a result of the Instruction to Perform Work (IPW) for entire duration of contract.

Submissions from service providers will be vetted through a compliance process to determine that all the required information is provided and correct and thereafter evaluated for capacity and capability to render services applied for as and when required.

To note:

- Applicants herein consent to any investigation the JDA deems necessary in validating any particulars presented in this request for proposal.
- The service provider will be removed as professional service providers if the required professional registration is not maintained, or for any other reason that causes the service provider to become ineligible after having been appointed.

4. TARGET AUDIENCE FOR OUTPUT

The Civil Engineer should make provision for the following stakeholder engagement workshops as part of Stage 2 and 3:

- a) Design Workshops: Key informant interviews, focus group and design discussions, inclusive of formal and informal stakeholders for input into the design. Provision should be made for a minimum of 10 workshops.
- b) Workshops with City of Johannesburg departments on the design and operationalization of the project. Provision should be made for 10 workshops.

Primary	Secondary
<ul style="list-style-type: none"> • Jo'burg Development Agency • CoJ Development Planning • CoJ Transport • Johannesburg Road Agency • Jo'burg City Power • Jo'burg Water • Jo'burg Property Company • CoJ Housing • CoJ DED Johannesburg Development Agency • Emergency Management Services 	<ul style="list-style-type: none"> • Ward councillors • Community members • Organised formal and informal business • Key stakeholders in the area • Other government entities e.g. (Gautrain, PRASA, TRANSNET)

5. TIMEFRAMES

- The appointment of the professional service provider will be valid for a period of thirty-six (36) months, starting from date of acceptance of letter of appointment. Appointment in the outer financial years is subject to budget availability and satisfactory progress.

- Stages 1 to 3 must be complete by March 2024. This appointment is therefore regarded as valid up until the end of the construction period which is currently estimated to be in the 2025/26 financial year.

6. APPOINTMENT

The JDA is requesting proposals from the following professional services. The minimum professional requirements and example of types and scope of work which will be required by the professionals requested are outlined below.

6.1. Civil and Structural Engineers

- **CIVIL ENGINEERING**
Design and Supervision. This field will include urban design of bulk water supply and reticulation; sanitation as well as roads and stormwater drainage.
- **STRUCTURAL ENGINEERING**
Design and Supervision. This includes both structural design of reinforced concrete and structural steel structures and design of civil services associated with roads and buildings.

6.2. Notes

- 6.2.1. Multi-year appointments will be dependent on performance and budget availability.
- 6.2.2. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 6.2.3. The JDA reserves the right to ask tenderers to replace any member/s of the proposed members of the service provider if they do not meet the JDA requirements.
- 6.2.4. Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices which are attached as Annexure J for information purposes.
- 6.2.5. The JDA reserves the right to invite any bidder to an interview. The interview will form part of the tender evaluation process. Tenderers must note that they will be required, at short notice, as and when necessary to attend (a) presentations at the JDA, COJ, and other local stakeholders; (b) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.
- 6.2.6. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 6.2.7. Tenderers must also note that revisions to any deliverable may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal.
- 6.2.8. The appointment as a profession service provider will be to render the services for a period of thirty-six months as and will be dependent on satisfactory performance and budget availability.

- 6.2.9. Tenderers will be required to take cognisance of the role of the other professionals that will be appointed on the project and work coherently with them where required.
- 6.2.10. All milestone products in addition to the final document and all associated map work, models and statistical work will become the property of the Johannesburg Development Agent and City of Johannesburg.
- 6.2.11. The JDA reserves the right to request tenderers to replace any member/s of the proposed member of the service provider if they do not meet the JDA requirements.
- 6.2.12. Regarding any conflict of interest, the JDA abides by National Treasury SCM regulations¹:
 - 6.2.12.1. Consultants are required to provide professional, objective and impartial advice and at all times hold the client's interests paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests. Consultants should not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the State. Without limitation on the generality of this rule, consultants should not be hired under the following circumstances:
 - 6.2.12.2. A firm, which has been engaged by the accounting officer/authority to provide goods or works for a project and any of its affiliates, should be disqualified from providing consulting services for the same project. Similarly, a firm hired to provide consulting services for the preparation or implementation of a project and any of its affiliates, should be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services as described below) for the same project, unless the various firms (consultants, contractors, or suppliers) are performing the contractor's obligations under a turnkey or design-and-build contract;
 - 6.2.12.3. Consultants or any of their affiliates should not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants hired to prepare an engineering design for an infrastructure project should not be engaged to prepare an independent environmental assessment for the same project, and consultants assisting a client in the privatization of public assets should not purchase, nor advise purchasers of such assets.
- 6.2.13. The JDA reserves the right not to make an appointment for one or any of the categories of services.

¹ <http://www.treasury.gov.za/divisions/ocpo/sc/Guidelines/SCM%20Jan900-Guidelines.pdf>

7. PRICING RESPONSE / QUOTATION

It is important to note the following :

- a) The table to follow must be completed and submitted together with the Offer Page. A price must be submitted for each item listed in the table.
- b) No hourly rates will be accepted.
- c) Failing to price as required will result in the tender being disqualified.
- d) For every tangible deliverable, two hard copies and one electronic copy must be issued, the cost of which must be included in the offer price.
- e) Please also be reminded that as Civil Engineering service providers that :

4.1.1.4. Standard disbursements such as typing, drawings, reproduction, copying, and binding of documents, telephonic/electronic and facsimile communications, and courier should be accrued by a service provider. Additional disbursements must have the prior written agreement of the JDA, unless specifically contained in an agreed IPW / RFP

4.1.1.5. No disbursement costs (such as local travel and accommodation) should be accrued by a service provider without prior written agreement of the JDA, unless specifically contained in by an agreed IPW / RFP

Tables below list the estimated construction cost per disciplines and all bidders are to base their fees on the estimated construction costs bearing in mind the competitive bidding process that should have discounts clearly stipulated if provided.

The bidder is expected to include on the pricing for all the reasonable stakeholder meetings and presentations in meetings, which are deemed to be over and above the bidder's scope of works. Approximately **40 meetings** and **20 presentations** shall be expected and catered under Stage 5.

Table 1: The following table indicates fee breakdown for **Civil and Structural Engineering Services**

Estimated Construction cost = R 18 000 000.00

CIVIL AND STRUCTURAL ENGINEERS		
1. Fee Breakdown per Stage		
	% Fee per Stage	Fee per stage (Exclusive of VAT)
1.1 Stage 1 : Inception	5%	R.....
1.2 Stage 2 : Concept Design	25%	R.....
1.3 Stage 3 : Detailed Design	25%	R.....
1.4 Stage 4 : Documentation & Procurement (Design Review)	15%	R.....

1.5 Stage 5 : Contract Administration & Inspection	25%	R.....
1.6 Stage 6 : Close Out	5%	R.....
2. Additional Services		
2.1 Meetings and Presentations (Allow for 10 meetings) Rate per meeting.....x 10 meetings	10	R.....
2.2 Topographical Survey (Estimated 3kms) Rate per km.....x 3kms (Inclusive of neighbouring properties, services & road reserves details). For details refer to “Figure 1” of the document.	1	R.....
2.3 Geotechnical Investigations (Estimated Project Extent 3kms) Rate per km.....x 3kms Rate include Visual Assessment, DCP testing at 50m intervals at the outer wheel paths and between wheel paths and minimum depth of 1m or refusal, test pits (No. 8) sampling including transportation, testing, analysis and Geotechnical Report.	1	
2.4 Level 3 Civil Engineering Construction Monitoring x 12 months R..... rate per month x 12 months	12	R.....
2.5 Traffic Impact Assessment Study / Report R..... rate per intersection allow for 4 intersections Rate all-inclusive of capacity analysis of intersections, parking study, public transport study, traffic counts & pedestrian counts within the precinct. Rate include Traffic Report, Geometric Alterations and approval by JRA	1	R.....

2.6 Wayleave Applications	1	R.....
2.7 Provisional Sums: Various Services (Services Detection & Student Training)	1	R 217 000.00
Total Fee (Exclusive of VAT)		R.....
15% VAT		R.....
Total Fee carried to offer page (Exclusive of VAT)		R.....

Service Providers must ensure that the final TOTAL FEE is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the final quoted amount to render professional civil and structural engineering services for the public environment upgrade in Park Station Precinct.

8. PROPOSAL CONTENT

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 experience, capability and capacity of the bidding entity to undertake the project/s.

8.1. Required Documents

The following minimum documentation and information must be provided.

- 8.1.1. On appointment a certified copy of the bidder’s Professional Indemnity Insurance certificate indicating the maximum value of a claim in an insurance period, the applicable excess and the expiry date.
- 8.1.2. A latest copy of the bidding entity’s municipal rates account for the in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity.
- 8.1.3. A statement from an independent auditor / accountant regarding the tenderer’s financial standing to undertake this project AND audited financial statements for the past three years.
- 8.1.4. Details of Director’s/Partner’s/Members and Shareholders.
- 8.1.5. A schedule of completed contracts of a similar nature. Details to be provided in the schedule must include:
 - Description of the project
 - Name of Employer/Client and representative with contact details
 - Cost of the works

- Fee for services
- Date of completion

- 8.1.6. A schedule of current contracts of a similar nature with details as enumerated .
- 8.1.7. A schedule of contracts awarded by an organ of state during the past five (5) years with details.
- 8.1.8. A detailed project organogram identifying the entity's management structure and all staff resources to be employed on the project/s and the percentage time allocation of the staff to the project/s. The curricula vitae of the proposed personnel are to accompany the organogram and are to include certificates of professional qualifications and registration.
- 8.1.9. Company registration documents.
- 8.1.10. The forms A to G annexed, must be scrutinized and completed in full.
- 8.1.11. Tenderers are to submit 2 copies of their proposal/s (1 original plus 1 copy)

8.2. Notes in respect of Consortiums and Joint Ventures

- Each party to a Consortium and Joint Venture is to submit the requisite document and/or information requested in items above.
- An Agreement or Heads of Terms recording the arrangement between the parties to the Consortium/Joint Venture is to be submitted with the proposal.
- The lead consultant must be identified in the proposal.

9. ASSESSMENT CRITERIA

- Compliance
- Technical
- Price and Preference
- Risk tolerance

9.1. Compliance

Bidder's will be disqualified for the following cases:

- 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 been terminated on previous contracts with the JDA;
- Who did not complete, in full, the tender offer page
- Who's tender document has been completed in pencil;
- Who's tender document has been faxed;
- Who's tender document has been received after the closing time;
- Who's tender document has not been deposited in the tender box at the time of closing;
- Who failed to attend the compulsory tender briefing session;
- Who is in the employment of the state.
- Non-performance in any of the current JDA projects and written notice has been issued.

Submissions will be evaluated on the following criteria:

9.2. Technical Criteria

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

- (i) key returnable documents,
- (ii) capability of the proposed key team members (ie. experience, qualifications, and mandatory professional registration)
- (iii) the experience of the company, and references
- (iv) Points for voluntary associations

Note that duplication of resources/personnel on the designations indicated in the criteria will result in zero points being awarded for one criteria.

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation in order to be considered for appointment. Tenderers will be required to score a minimum of 210 points out of a possible 300 which equates to 70% in order to be considered further in the evaluation process.

Points will only be allocated for key returnable documents submitted

Table 1: Technical Evaluation for Civil & Structural Engineer

	Total Points	Criteria	Description of Criteria	Points
C1. Company experience Civil and structural experience on similar proposed scope of works.	50	Five or more projects completed		50
			Points will only be awarded for having rendered the required services on projects with a minimum value of R18 Million	
			Points will only be allocated to these types of projects (Universal Access Designs, Public Environment Upgrades, Bus Rapid Transit Infrastructure Design projects)	
		Three to four projects completed		30
		One to two projects completed		10
	Total Points	Criteria	Description of Criteria	Points
C.2 Contactable References	50	Five or more satisfactory references	Points will only be allocated for references on projects listed in the scheduled as requested in Item C1 References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered, values, the completion date and it must rate the service rendered in order to obtain the points.	50
		Three to four satisfactory references		30
		One to two satisfactory references		10

	Total Points	Criteria	Description of Criteria	Points
C.3 Capability of proposed key personnel		EMPLOYER'S AGENT AND PROJECT LEAD ENGINEER		
			if <u>any</u> of the following information is not provided per resource, zero points will be awarded :	
	50	Years of Experience	Minimum Qualification	Points will only be awarded for experience on projects over R18 million.
		> 15 Years Experience	BSC or BEng or B-Tech Civil & ECSA Registered	CV's provided must be as per the resources recorded on the organogram; the organogram should match the resources on our Evaluation Criteria CV's must clearly show project experience as Project Lead Engineer, project values and the period of project
		10 - 15 Years Experience	BSC or BEng or B-Tech Civil & ECSA Registered	30
		Less than 10 Years Experience	BSC or BEng or B-Tech Civil & ECSA Registered	10
		DESIGN ENGINEER: CIVIL		
Detailed CVs indicating track record of the proposed key team members are required	50	Years of Experience	Minimum Qualification	CV's must clearly show the role executed by the resource on said similar projects
		> 10 Years Experience	BSC or BEng or B-Tech Civil	CV's provided must be as per the resources recorded on the organogram; the organogram should match the resources on our Evaluation Criteria CV's must clearly show project experience as

Detailed CVs indicating track record of the proposed key team members are required	50	7 - 10 Years Experience		Civil Design Engineer.	25		
		Less than 7 Years Experience			15		
		DESIGN ENGINEER: STRUCTURAL					
		Minimum Years of Experience	Minimum Qualification	CV's must clearly show the role executed by the resource on said similar projects			
		> 10 Years Experience	BSC or BEng or B-Tech Civil	CV's provided must be as per the resources recorded on the organogram; the organogram should match the resources on our Evaluation Criteria CV's must clearly show project experience as Structural Design Engineer	50		
		7 - 10 Years Experience			25		
		Less than 7 Years Experience			15		
		Detailed CVs indicating track record of the proposed key team members are required	50	RESIDENT ENGINEER			
				Minimum Years of Experience	Minimum Qualification	CV's must clearly show the role executed by the resource on said similar projects	
				> 10 Years Experience	Min. National Diploma - Civil	CV's provided must be as per the resources recorded on the organogram; the organogram should match the resources on our Evaluation Criteria CV's must clearly show project experience as Civil Design Engineer	50

		7 - 10 Years Experience	CV's provided must be as per the resources recorded on the organogram; the organogram should match the resources on our Evaluation Criteria CV's must clearly show project experience as Civil Design Engineer	25
		Minimum 5 Years Experience	CV's provided must be as per the resources recorded on the organogram; the organogram should match the resources on our Evaluation Criteria CV's must clearly show project experience as Structural Design Engineer	15

9.3 PRICE AND EMPOWERMENT

Having completed technical checks, the procedure for the evaluation of tenders is Method 3 (Price and Preferences).

The Preference Point System assigns a score to each tenderer based on the tender price and on the specific goals as stated in the tender document. These scores are combined to determine an overall score for the tender. The tenderer with the highest score will be considered for acceptance.

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

FORMULA FOR SCORING TENDER PRICE

The following formula will be used to calculate the points for price.

$$P_s = X \left[1 - \frac{(P_t - P_{min})}{P_{min}} \right]$$

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 lowest acceptable tender

X = Points assigned to price

POINTS AWARDED FOR SPECIFIC GOALS

Bids will be evaluated on an 80/20 (Price / Specific Goals) points basis in terms of the Preferential Procurement Policy Framework Act of 2000, Preferential Procurement Regulation 2022.

The following table is applicable in terms of specific goals.

SPECIFIC GOAL 1: HDI	MEANS OF VERIFICATION	80/20
Maximum points:		10
Business owned by 51% or more - Black People	CSD, Valid BBEE Certificate / Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate.	5

Business owned by 51% or more — Women	CSD, ID copy of owner/s of the business and Shareholder's certificate.	5
--	--	---

SPECIFIC GOAL 2: PROMOTION OF LOCAL ECONOMY	MEANS OF VERIFICATION	80/20
Maximum points:		10
Enterprises located within the City of Johannesburg Metropolitan Municipality.	CSD and proof of municipal account.	10

	POINTS
PRICE	80
SPECIFIC GOALS	20
TARGETED GROUP	
Business owned by 51% or more — Women	5
Business owned by 51% or more - Black People	5
Enterprises located within the City of Johannesburg Metropolitan Municipality	10
Total points for Price and SPECIFIC GOALS	100

9.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which directs 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.

In terms of the Risk Tolerance Framework, the JDA determine the risk exposure as excessive in instances where the value of the contracts for individual **Professional Service providers i.e. Architects, Project Managers, Engineers, Quantity Surveyor and Consultants**) is either:

1. The greater of **R8 million** or four contracts/ projects in the current financial year or
2. The greater of **R12 million** or six contracts/projects over two financial years (current year and previous financial year).

And

For **multi-disciplinary professional teams** in instances where the value of the contracts awarded is (e.g. more than one discipline being provided by the same bidder) is either:

1. The greater of **R12 million** or six contracts/ projects in the current financial year or
2. The greater of **R20 million** or nine contracts/projects over two financial years (current year and previous financial year)

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

Bidders may be required to attend interviews should there be a need for clarity.

Prices must be valid for a per

Unsuccessful bidders will have the opportunity to query the award within 7 days. Bid prices must be valid for a period of 90 days.

10. CLOSING DATE TIME AND VENUE FOR SUBMISSIONS

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

The words / Ref:

CIVIL AND STRUCTURAL ENGINEERS - JDA PSPEU CSE001/2023 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, but before 12H00 on the day of closure.

This tender will close on the 15 November 2023 at 12:00. There will be a public opening of tenders.

NO LATE / 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.

Queries can be addressed in writing to:

Department	DEVELOPMENT & IMPLEMENTATION
Contact Person:	Thabelo Ratshilumela – tratshilumela@jda.org.za

Form A: Business Declaration

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Postal Address :

Physical Address :

Telephone :

Fax :

Contact Person :

Cell Phone 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:

1. Type of Firm

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

(Tick One Box)

2. Principal Business Activities

.....

.....

.....

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

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

.....

.....

5. Did the firm exist under a previous name?

- ☐ Yes
☐ No
(Tick one box)

If yes, what was its previous name?.....

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

Full Time:

Part Time:

7. What is the enterprise's latest annual turnover (excl. VAT): R.....

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

SERVICE	NAME	CONTACT PERSON	TELEPHONE
ACCOUNTING			
LEGAL			
AUDITING			
BANKING			
INSURANCE			

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

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	CONTRACT AMOUNT	EXPECTED COMPLETION (MONTH & YEAR)

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

BANK DETAILS

I/We hereby request and authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorized will be processed by computer through a system known as the “ACB Electronic Fund Transfer Service” and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving 30 days notice in writing.

BANK:

BRANCH:

BRANCH CODE:

ACCOUNT NUMBER:

ACCOUNT HOLDER:

TYPE OF ACCOUNT:

**PLEASE INCLUDE ORIGINAL SIGNED AND STAMPED LETTER FROM THE BANK
CONFIRMING THE COMPANY’S BANKING DETAILS, PHOTOSTAT COPIES AND
LETTERS BEARING ELECTRONIC SIGNATURES WILL NOT BE ACCEPTABLE.**

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 :

FORM 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
.....
.....
 - 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, principle 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, principle 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, principle 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
-----------	-----------------	-----------------------

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)

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.

the

** “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.

FORM 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:		
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:		
Item	Question	Yes	No
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 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 BIDDER

FORM D: 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:

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
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or

(f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

FORM E: 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 90/10 system for requirements with a Rand value of above R50 000 000 (all applicable taxes included)
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10 or 80/20 preference** point system.
- b) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. 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:
- 4.2. 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 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.

(Note to organs of state: Where both the 90/10 and 80/20 preference point systems are applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Table 2: 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)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Race – people who are Black, Coloured or Indian (ownership)* 51% or more black ownership	5	
Gender are women (ownership)* More than 51% women ownership	5	
Enterprises located within the City of Johannesburg Metropolitan Municipality	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. 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]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) 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;
- iv) 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 have –
 - (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.

FORM F: PROPOSED KEY PERSONNEL

The Tenderer shall list below the key personnel whom he proposes to employ on the contract should his offer be accepted, together with their qualifications, experience and positions held.

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

DESIGNATION	NAME AND NATIONALITY OF PROPOSED CANDIDATE	SUMMARY OF QUALIFICATIONS & EXPERIENCE
EMPLOYER'S AGENT AND PROJECT LEAD ENGINEER		
DESIGN ENGINEER: CIVIL		
DESIGN ENGINEER: STRUCTURAL		
RESIDENT ENGINEER		

NOTE: Detailed Curriculum Vitae of proposed candidates are to be separately provided. Said Curriculum Vitae MUST indicate the name and description of the project, role played in the project and the start and end dates of the project and the values of the projects. Certified copies of qualifications and proof of professional membership must be submitted.

FORM G: Particulars of all Contracts awarded by an Organ of State during the last 5 years (in the event of insufficient space, attach additional information in supplementary document)

[illegible]

EMPLOYER	EMPLOYER DETAILS (NAME AND E-MAIL ADDRESS)	NATURE OF WORK	VALUE OF WORK	YEAR OF COMPLETION

.....
SIGNATURE

(of person authorised to sign on behalf of the Tenderer)

.....
DATE

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

ANNEXURE H: 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

PARK STATION DRAWINGS

