

INVITATION TO BID

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

ADVERT DATE: 13 November 2023

BRIEFING MEETING: not applicable

CLOSING DATE: 28 November 2023

CLOSING TIME: 12H00

BID DESCRIPTION: RFQ - RFQ FOR THE PROVISION OF GEOTECHNICAL ENGINEERING SERVICES FOR ZOLA PUBLIC TRANSPORT FACILITY

BID NUMBER: JDA /ADS / GEO_003

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

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

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

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

¹*MSCM Regulations: "in the service of the state" means to be –

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement
Contact Person: Lerato Ntuli

E-mail: lnntuli@jda.org.za

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Project Manager
Contact Person: Babalwa Ngxale

E-mail: bngxale@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 / RFQ NUMBER.....

BID / RFQ DESCRIPTION

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

VAT REGISTRATION NUMBER

CSD SUPPLIER NUMBER.....

COMPANY REGISTRATION NUMBER.....

TAX VERIFICATION PIN.....

TOTAL BID PRICE Including Value Added Tax

TOTAL BID PRICE in words

.....

..... Including Value Added Tax

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

FAILURE TO COMPLETE THE OFFER PAGE IN FULL WILL RESULT TO SUCH A BIDDER BEING DISQUALIFIED.

The following conditions will apply:

- A valid Tax Pin from SARS must be submitted.
- An original and valid BBBEE status level verification certificate or a certified copy thereof must be submitted.
- An EME must submit a sworn affidavit confirming the following:
 - Annual Turnover Revenue of R10 million or less; and
 - Level of Black ownership
 - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- A copy of the bidder's current municipal account in the name of the bidder or alternatively in the names of the directors / partners of the bidding entity must be submitted.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be exclusive of VAT.
- If the price quoted is above R 30 000 (inclusive of VAT), the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Framework of 2017 (Act No. 5 of 2000).

Failure to comply with these conditions may invalidate your offer.

To all Stake Holders

RE: The channels of reporting fraudulent and Corrupt Activities

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

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

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

The City took a decision to centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline 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 Fax0800 007 788
- SMS (charged @ R1.50).....32840
- Email Address:.....anticorruption@tip-offs.com
- Web site:.....www.tip-off.com
- Free post:.....Free post, KNZ 138, Umhlanga, 4320



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

1. OVERVIEW

The Johannesburg Development Agency is a City of Johannesburg owned entity and plays a critical role as an area-based agency and implementing agent for the implementation of capital expenditure for multiple City departments.

2. BACKGROUND

The City of Johannesburg's Transport Department has appointed the JDA to assist with the planning, design, and implementation of the Zola Public Transport Facility in Soweto. The proposed public transport facility is aimed for development in Zola which is located in Soweto approximately 20km west of the Johannesburg Central Business District (CBD). The Soweto Highway (M70) via Vincent Street (M72) and Chris Hani Road (M68) via Koma Road provide primary routes for commuters between Zola and Johannesburg.

In realizing the objectives as outlined, the JDA therefore requires additional professional services to address the scope of services as may be required for planning, design, and implementation of the public transport facility as identified above.

3. PURPOSE OF THE RFQ

The purpose of this RFQ is to appoint a professional Geotechnical Engineer to assist with geotechnical investigations and producing a geotechnical report that will be submitted to Geo-Data for consideration as part of planning studies required for the implementation of the proposed public transport facility.

4. EXTENT OF THE WORKS

The extent of the works will include the development of the new facility with the following elements:

- Rank Management Offices
- Loading bays
- Ablution Facilities
- Trading Areas
- Security Offices

5. LOCATION

The site is located in Soweto, Corner Jabavu and Maholwana Street on a portion of the Remainder of Farm Soweto 387 IQ.

Site Co-ordinates (Coordinates: 26°14'30.6"S, 27°50'23.8"E)



Figure 1: Site Map

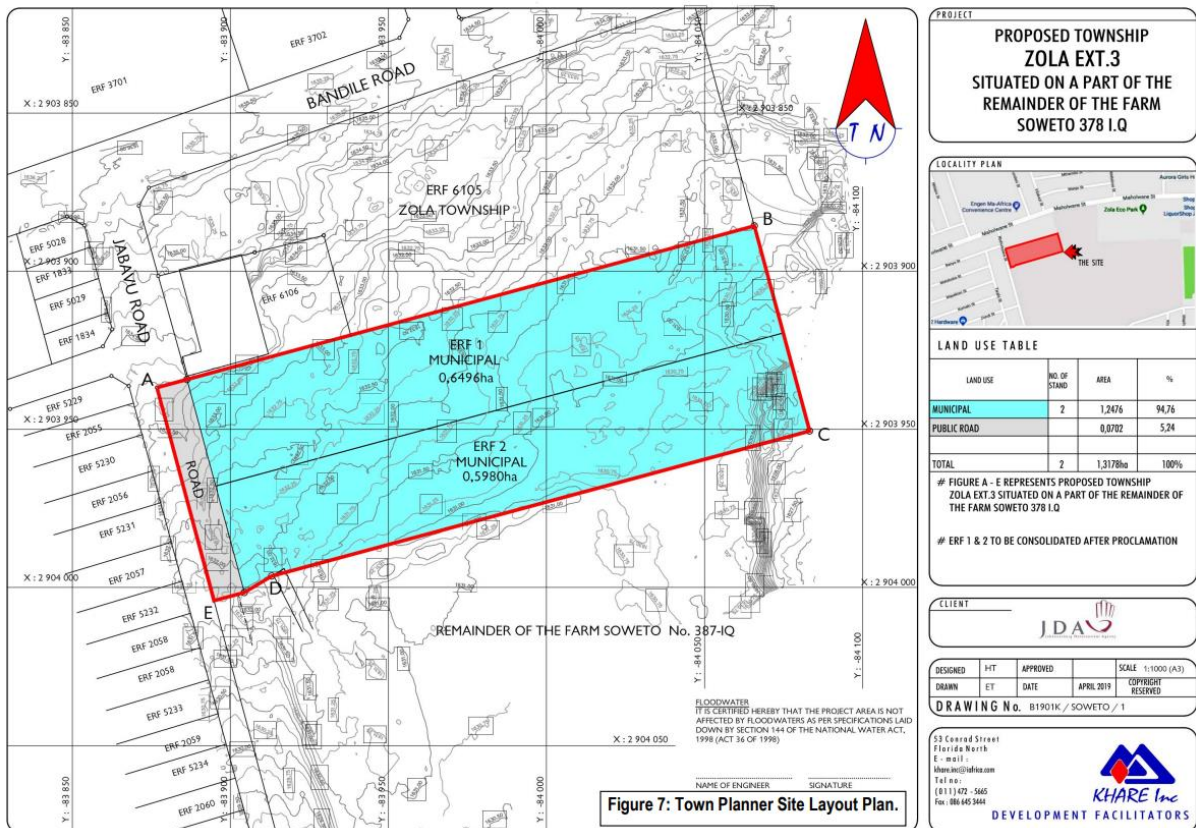


Figure 2: Site Layout Plan

6. STATUS QUO

The site is located at the corner of Maholwane Street and Jabavu Street in Soweto and is approximately 1,2 ha in size. Currently the site comprises of existing buildings which are in use but will have to be demolished to accommodate the new facility.

A township establishment application was submitted and approved however there is a need to undertake a geotechnical investigation of the entire site prior to opening of the township register, and such study to be submitted to Geo-Data for consideration before construction can commence.

7. SCOPE OF WORKS

The Scope of Works includes, the planning, design and implementation of Zola Public Transport Facility.

7.1 THE DETAILED GEOTECHNICAL ENGINEERING INVESTIGATION WILL BE CARRIED OUT AS PER THE FOLLOWING SCOPE OF WORKS:

7.1.1 Desktop Study

The desktop study shall include the review and assessment of existing information as indicated below but not limited to:

- (a) Geological Maps, etc

7.1.2 Field Investigation

The investigation shall include the following but not limited to:

- a) Evaluation of material from test pits to include:
 - Soil Profiles and trial pit logs and interpretation.
 - Test pits to be done on a grid that covers the entire investigated interest site area.
 - Test pits must be to a minimum depth of 1.5 metres or to the maximum reach of the TLB arm or to refusal.
 - A minimum of five (5) boreholes to be drilled to a minimum depth of 5m around the buildings proposed for the facility with Standard Penetration Tests (SPTs) taken at this site.
 - Test results and interpretation
 - Foundation Indicators
 - Sieve analysis per identified layer
 - Ground slope stability, collapse potential, swell tests.
 - Excavatability of ground
 - Potential expansiveness
 - Geohydrology conditions
 - Fill Suitability, Expansiveness, and Erodibility
 - The type of foundation system must be recommended in the report.
 - Bearing capacity at the foundation strata with the permissible settlement

All field investigation shall be undertaken under strict supervision of a Professionally Registered Geotechnical Engineer.

7.2 GEOTECHNICAL REPORT

7.2.1 Report Content

Based on the investigation as illustrated above and the soil classification parameters, the report shall discuss the assessment of the following geotechnical characteristics but not limited to:

- i. Existing geotechnical (e.g. surface and subsurface) conditions of the site.
- ii. Laboratory test samples of the existing site surface should be taken at the intervals specified.
- iii. Subsurface (substrata) exploration logs, location of exploration points, soil bearing capacity, etc. and recommendations.
- iv. Conducting all field and laboratory tests for determining the strength and compressibility characteristics of the soil.
- v. Geophysical exploration, if necessary.
- vi. Slope and rock stability evaluation, protection measures.
- vii. Preparation of drawings and charts.
- viii. Analysis of the results of the tests.
- ix. Groundwater conditions
- x. Soil Classification.

The Geotechnical Investigation Report shall be signed by a Professionally Registered Geotechnical Engineer.

8. TIMEFRAMES

A detailed programme for investigations and submission of a report must be included in the quotation.

9. DELIVERABLES

9.1 Project Inception Report, outlining key tasks and schedule of works program.

- (1 week post kick-off meeting)

9.2 Investigations

9.3 Laboratory tests

9.4 Report with recommendations

10. PROFESSIONAL COMPETENCIES AND EXPERIENCE REQUIRED

It is expected that service provider will have the following qualifications and experience:

The Geotechnical Engineering Consultant is required to be registered with an appropriate professional body (i.e. ECSA / SACNASP), and to have the relevant professional accreditation (i.e. registered as Pr. Eng or Pr. Tech Eng./Pr. Sci. Nat), skills, experience and capacity to deliver the scope of work within the required time frame.

The Geotechnical Engineering Consultant will be responsible for the surveys, tests and assessments of the identified site that will assist the civil / structural engineer with the design.

The Professional Team criteria are further outlined in the evaluation table, which will be used in the technical evaluation of bids received for this RFQ.

11. PRICING INSTRUCTIONS

Service Providers must submit their fee proposals to render the scope of services as outlined above..

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 as per the original tender for the panel of 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

Tenderers are to replicate the table below and submit as part of their detailed fee proposal and the total fee for the full scope of services must be carried to the “Offer” page. The detailed fee proposal must indicate the fee scales used and the method of calculation used to determine the fee including any discounts applied if applicable. Failure to (i) replicate the table and (ii) carry the total to the offer page will result in the tender being disqualified for non-compliance. Fees based on an hourly rate will NOT be accepted.

12. PRICING SCHEDULES

No	Description	Unit of Measure	Quantity	Unit Price	Total Amount Excluding VAT
1	Set up and de-setup of site	Sum	1		R
2	Liaison with Client and other Authorities	Sum	1		R
3	Desktop Study	Sum	1		R
4	Services detection survey service	Sum	1		R
5	Field Investigations and Analysis inclusive of the use of equipment required	Sum	1		R
6	Laboratory Testing	Sum	1		R
7	Presentation of Report on investigations, testing, analysis and recommendations	Sum	1		R
8	Disbursements including Travelling, and TLB	Sum	1		R
	Sub - Total Sum of Fees Excluding Vat				R
	15% Vat				R
	Sub - Total Sum of Fees Including Vat				R

- Tenderers must ensure that the final **TOTAL FEE** is correctly calculated and carried to the “Offer” page. The value recorded on the offer page will be regarded as the tendered amount to render Geotech services for Zola Public Transport Facility.

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFQ_PROVISION OF GEOTECHNICAL ENGINEERING SERVICES FOR ZOLA PUBLIC TRANSPORT FACILITY

BID NUMBER: JDA /ZOLA / GEO_002

The JDA is requesting proposals from experienced companies to render professional consulting services consisting of geotechnical investigations specialists required for the site development and preparation of the **ZOLA PUBLIC TRANSPORT FACILITY** for a period of **6 months**.

Documents may be downloaded from **13 November 2023** as follows: www.jda.org.za as well as on www.etenders.gov.za. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

There will be no briefing session. Bidders are to forward enquiries to as per details provided below.

Queries relating to procurement matters may be addressed to Lerato Ntuli at e-mail: Intuli@jda.org.za

Technical queries or queries relating to the project may be addressed to Ms. Babalwa Ngxale e-mail: bngxale@jda.org.za

The last day to received queries is **23 November 2023 at 12H00** and queries received after that date will not be considered.

The closing time for receipt of tenders is 12h00 on 28 November 2023. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

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".
COPY OF ADVERT

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFQ - FOR THE PROVISION OF GEOTECHNICAL ENGINEERING SERVICES FOR ZOLA PUBLIC TRANSPORT FACILITY

BID NUMBER: JDA /ZOLA / GEO_002

11. PRESENTATION OF QUOTATIONS

Submissions should be in the form of quotations priced as required allowing the JDA to make a sound and fair evaluation. The resubmission should be accompanied by the below information and documents and should **use the same item numbers as below** for the required sections.

The following information must be clearly spelt out:

- 11.1 A copy of the tenderer's municipal rates account which is not older than three months in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements or accounts from a lessor will NOT be accepted.
- 11.2 A copy of a valid Tax pin Compliant Letter from SARS.
- 11.3 An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted.

An EME must submit a sworn affidavit confirming the following:

- Annual Turnover Revenue of R10 million or less; and
 - Level of Black ownership
 - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 11.4 Bidders are required to submit detailed quotations based on the required deliverables [item 3] defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc. are to be included in the quotations. Applicants must ensure that the **TOTAL FEE IS CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE.**
 - 11.5 The attached forms A to H as annexures, must be scrutinized, completed, signed and submitted together with your quotation.

12. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical Competence
- Price and Empowerment
- Risk Tolerance

12.1 Compliance

Bidders will be disqualified for:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed or e-mailed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 4 herein;
- Bidders who did not comply with any other requirement as set out in the tender specifications;
- Bidders who have any directors in the employment of the state.
- Poor performance on any of the current JDA projects.

The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities.

12.2 Technical Competence

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

- (A) Key returnable documents,
- (B) Key Personnel experience and track record as a Geotechnical Engineer,
- (C) Company experience on completed similar projects by the company,
- (D) Contactable reference letters in the client's letter head as proof on what is mentioned on item C above for experience of the company.

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

The technical assessment is based on the criteria set-out below, failure to attach or submit the said documents will result in your submission being set aside.

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

- key returnable documents (As stated above)
- key personnel as described above in item 2
- the experience of the company (i.e. GEOTECH Services) and
- Contactable references (i.e. GEOTECH Services).

The Geotechnical Engineer will be required to score a minimum of 70 points (70%) [out of a possible 100] in order to be considered for price.

Total points 100 and the Minimum points required is 70 points which translates to (70%)

NO.	A. KEY RETURNABLE DOCUMENTS			Points
1	Valid BBBEE status level certificate			0
2	Company registration documents			0
3	Valid Tax pin document from SARS			0
4	Current municipal rates and account for the directors / a signed lease agreement			0
5	2 Years stamped audited financial statements			0
6	Certified copies of identity documents for the directors			0
7	Annexure A – H completed in full and signed			0
B - KEY PERSONNEL EXPERIENCE	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS
Key Personnel Experience and Track record on Geotechnical Investigations Detailed CVs indicating track record of the proposed key team members are required.	60	<u>Geotechnical Engineer:</u> Registered with the ECSA or SACNASP.	Proof of registration to be submitted to obtain points.	10
		(Geotechnical Engineer) A minimum qualification of a B-Tech or bachelor's degree in Geotechnical Engineering / Geologist.	Certified proof of qualification must be provided to obtain the points	10
		(Geotechnical Engineer) Experience of 10 years or more in Geotechnical Engineering	Bidders must attach a detailed CV as proof and must show projects, roles played and period. If any information is not contained in the CV or Annexure G then zero points will be awarded. - CV's provided must be as per the resources recorded on the organogram - CV's must clearly show similar project experience. - CV's must clearly show the role executed by the resource on said similar projects.	20

			CV's must clearly show the values of said similar projects executed	
		Technician: Experience of 5 years or more in Geotechnical Engineering Field.	Bidders must attach a detailed CV as proof and must show projects, roles played and period. If any information is not contained in the CV or Annexure G then zero points will be awarded. - CV's provided must be as per the resources recorded on the organogram - CV's must clearly show similar project experience. - CV's must clearly show the role executed by the resource on said similar projects. CV's must clearly show the values of said similar projects executed	20
C- COMPANY EXPERIENCE	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS
Company experience and Contactable References Geotechnical Studies experience on similar proposed scope of works.	Each project equals 10 points. 40	Four Projects Completed	Points will only be allocated on related projects as listed on reference letters. Project information contained elsewhere in the tender submission will not be considered.	40
		Three Projects Completed		30
		Two Projects Completed	References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered and values to obtain the points.	20
		One Projects Completed		10

13. PRICE AND EMPOWERMENT

The Preference Point System will be applied as follows:

- 80 points are assigned to price
- Up to 20 points are assigned to BBBEE status per the table under item 6

The total preference points for a tender are calculated with the formula

$$PP = P_s + P_{bee} \text{ Where}$$

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

P_s is the points scored for the comparative price of the tenderer, and

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

Formula for scoring tender price.

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

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

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{min} = Comparative price of lowest acceptable tender

X = Points assigned to price

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

Table B1: Awards UP TO R50 mil (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)	Evidence
Business owned by 51% and more – Black People	5		• B-BBEE certificate or QSE/EME Affidavit; • Company Registration Certification • Certified Identification Documentation. • CSD report
Business owned by 51% and more – Woman	5		• Company Registration Certification • Certified Identification Documentation • CSD report

Enterprise located within the City of Johannesburg Metropolitan Municipality	5		• Company municipal accounts or lease agreement
SMME (EME or QSE)	5		• BBBEE Certificate / Affidavit • CSD registration
Total Points	20		Failure to attach evidence will lead to scoring zero points

14. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words “**RFQ - FOR THE PROVISION OF GEOTECHNICAL ENGINEERING SERVICES FOR ZOLA PUBLIC TRANSPORT FACILITY**” 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 (formerly known as President) and Newtown** only between the hours of 08H00 and 17H00.

The RFQ closes at 12h00 on the 28 November 2023.

NO LATE / E-MAILED/ 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:

Procurement:

Lerato Ntuli

E-mail: lnntuli@jda.org.za

Technical:

Babalwa Ngxale

E-mail: bnngxale@jda.org.za

ANNEXURE A: BUSINESS DECLARATION**Tender/RFQ Number:****Tender/RFQ Description:****Name of Company:****Contact Person:****Postal Address:**

.....

Physical Address:

.....

Telephone Number:**Fax Number:****Cell Number:****E-mail Address:****Company/enterprise Income****Tax Reference Number** :

(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

VAT Registration Number:**Company Registration Number:****1. Type of firm**

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

(Tick one box)

2. Principal business activities

.....

.....

.....

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

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

.....

.....

.....

5. Did the firm exist under a previous name?

- ☐ Yes
☐ No

(Tick one box)

If yes, what was its previous name?

.....

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

Full Time :

Part Time :

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

Full Time :

Part Time :

8. What is the enterprise's annual turnover for the last two years and what is the estimated turnover of current commitments.

R Year

R Year

R Year

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

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

10. Banking details

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

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

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

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

BANK :

BRANCH :

BRANCH CODE :
ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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 :

ANNEXURE B: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name:
 - 3.2 Identity Number:
 - 3.3 Position occupied in the company (director, trustees, shareholder**)
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state* **YES / NO**
 If yes, furnish particulars

 - 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
 If yes, furnish particulars

- 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

CERTIFICATION**I, THE UNDERSIGNED (FULL NAME)**

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**.....
Signature.....
Position.....
Name of Bidder.....
Date

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

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

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
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 ☐	No ☐
4.2.1	If so, furnish particulars:		

Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
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 ☐	No ☐
4.5.1	If so, furnish particulars:		

CERTIFICATION**I, THE UNDERSIGNED (FULL NAME)**

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**.....
Signature.....
Position.....
Name of Bidder.....
Date

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

[illegible]

***** Organ of State means-**

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

.....

Signature

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

.....

Position

.....

Name of Bidder

.....

Date



City of Johannesburg
Johannesburg Development Agency

No 3 Helen Joseph Street
The Bus Factory
Newtown
Johannesburg, 2000

PO Box 61877
Marshalltown
2107

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

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

ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

RFQ - FOR THE PROVISION OF GEOTECHNICAL ENGINEERING SERVICES FOR ZOLA PUBLIC TRANSPORT FACILITY

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

_____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

Building a better city

Directors

D Oliphant (Chairperson) S Genu (Acting CEO) M Mokoena M Ntanga M Ramonyai N Zonela B Sarela P Numa V Hlongwa J Makgonye S Masiza
Registration Number: 2001/005101/07

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

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

B Bid Information

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

C Documents to be attached.

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

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

.....
.....

Signature

Date

ANNEXURE G: ORGANOGRAM

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

DESIGNATION	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS & EXPERIENCE

NOTE: Detailed Curriculum Vitae (CV's) of the above proposed candidates must be provided. Said CV's MUST indicate the name and description of the project, role played in the project, project value, and the start and end dates of the project. In addition proof of relevant qualifications and of memberships to relevant professional associations must also be provided for the above proposed candidates.

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

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

1. What is personal information?

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

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

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

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

3. How will JDA process personal information?

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

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

- from a relevant public or equivalent entity.

4. To whom will personal information be disclosed?

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

5. Consent and Permission to process personal information:

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

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

6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide JDA with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if JDA agrees to same in writing. JDA specifically draws to the

attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.

- In order to withdraw consent, please contact the JDA Information Officer/SCM
- A copy of the full JDA policy is available.
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify JDA so that our records may be updated. JDA will largely rely on the individual to ensure that personal information is correct and accurate.
- The individual has the right to access their personal information that JDA may have in its possession and are entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:
 - the information comes under legal privilege in the course of litigation,
 - the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
 - giving access may cause a third party to refuse to provide similar information to JDA,
 - the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
 - the information as it is disclosed may result in the disclosure of another person's information,
 - the information contains an opinion about another person and that person has not consented, and/or
 - the disclosure is prohibited by law.

7. Queries relating to breach of personal information:

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

Bidder Signature:	Date:
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