



## INVITATION TO BID

### YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

**ADVERT DATE:** 15 AUGUST 2023

**COMPULSORY BRIEFING MEETING DATE:** 21 AUGUST 2023 **VENUE:** JDA BUS FACTORY OFFICES **TIME:** 10H00 – 11H00

**CLOSING DATE:** 13 SEPTEMBER 2023

**CLOSING TIME:** 12H00

**BID DESCRIPTION:** RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR A DEFINED PRECINCT ALONG MAIN REEF ROAD IN ROODEPOORT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 18 MONTHS.

**BID NUMBER:** JDA/DFP/ROODEPPORT/UDF//08/2023

**BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:**  
Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory, Newtown, Johannesburg, 2000

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

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

\* 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:

<b>Department:</b>	Procurement	<b>Contact Person:</b>	Mr. Siyambonga Gcobo
<b>Tel:</b>	011 688 7851	<b>Fax:</b>	011 688 7899
		<b>E-mail:</b>	<a href="mailto:sgcobo@jda.org.za">sgcobo@jda.org.za</a>

#### ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

<b>Department:</b>	Development Facilitation	<b>Contact Person:</b>	Ms. Xolisile Sithole
<b>Tel:</b>	011 688 7829	<b>Fax:</b>	011 688 7899
		<b>E-mail:</b>	<a href="mailto:XSithole@jda.org.za">XSithole@jda.org.za</a>

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

## OFFER

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

NAME OF BIDDER .....  
BID DESCRIPTION .....  
.....  
.....

BID NUMBER .....  
POSTAL ADDRESS .....  
.....  
STREET DRESS.....  
.....

CONTACT PERSON .....

TELEPHONE NUMBER CODE ..... NUMBER .....

CELLPHONE NUMBER .....

FACSIMILE NUMBER CODE ..... NUMBER .....

E-MAIL DDRESS.....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER .....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

TOTAL BID PRICE R.....  
excluding Value Added Tax

TOTAL BID PRICE in words  
.....  
.....  
..... excluding Value Added Tax

SIGNATURE OF BIDDER .....

CAPACITY UNDER WHICH THIS BID IS  
SIGNED.....

DATE .....

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 combatting 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 bidders.

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, KNZ 138, Umhlanga, 4320



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

**ADVERT DATE: 15 AUGUST 2023**

**COMPULSORY BRIEFING MEETING DATE: 21 AUGUST 2023 VENUE: JDA BUS FACTORY OFFICES TIME:10H00 – 11H00**

**CLOSING DATE: 13 SEPTEMBER 2023**

**CLOSING TIME: 12H00**

**BID DESCRIPTION:** RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR A DEFINED PRECINCT ALONG MAIN REEF ROAD IN ROODEPOORT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 18 MONTHS.

**BID NUMBER:** JDA/DFP/ROODEPPORT/UDF//08/2023

---

**AUGUST 2023**

# Table of Contents

<b>Content</b>	<b>Page No.</b>
1. PROJECT INFORMATION.....	7
3. PROJECT DELIVERABLES .....	12
4. PROFESSIONAL FEES .....	15
5. PROPOSAL CONTENT .....	18
6. ASSESSMENT CRITERIA .....	20
7. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS.....	30
<b>ANNEXURE B : DECLARATION OF INTEREST.....</b>	<b>36</b>
<b>CERTIFICATION .....</b>	<b>38</b>
<b>ANNEXURE C : DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES .....</b>	<b>39</b>
<b>CERTIFICATION .....</b>	<b>40</b>
ANNEXURE D : PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE*** DURING THE LAST 5 YEARS .	41
ANNEXURE D : PARTICULARS OF CONTRACTS AWARDED BY NOT AN ORGAN OF STATE*** DURING THE LAST 5 YEARS cont. ....	42

## ANNEXURES

A	:	Business Declaration
B	:	Declaration of Interest
C	:	Declaration of Past SCM Practices
D	:	Particulars of Contracts Awarded by an Organ of State
E	:	MBD9 Certificate of Independent Bid Determination
F	:	Declaration on State of Municipal Accounts
G	:	Organogram
H	:	Schedule of Completed Contracts

## **COPY OF ADVERT**

### **TENDERING PROCEDURES**

Tender Notice and Invitation to Tender

**BID DESCRIPTION:** RFP – APPOINTMENT OF A PROFESSIONAL URBAN PLANNING CONSULTING FIRM TO PREPARE A DEVELOPMENT FRAMEWORK FOR A DEFINED PRECINCT COVERING THE MAIN REEF STRIP IN ROODEPOORT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 18 MONTHS.

**BID NUMBER:** JDA/DFP/ROODEPOORT/UDF//008/2023

The JDA is requesting proposals from professional urban planning consulting firm to prepare a development framework for a defined precinct along Main Reef Road in Roodepoort in the City of Johannesburg Metropolitan Municipality for a period of 18 months.

Documents may be downloaded from the JDA's website as follows: [www.jda.org.za](http://www.jda.org.za) as well as on [www.etenders.gov.za](http://www.etenders.gov.za) from **15 August 2023**. 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.

Queries relating to procurement matters may be addressed to Mr. Siyambonga Gcobo at Tel (011) 688 7811; Fax (011) 688 7899; or e-mail: [sgobo@jda.org.za](mailto:sgobo@jda.org.za)

Technical queries or queries relating to the project may be addressed to Ms. Xolisile Sithole at Tel (011) 688 7815; fax: (011) 688 7899; or e-mail: [XSithole@jda.org.za](mailto:XSithole@jda.org.za)

A compulsory tender briefing meeting with representatives of the employer will take place at the Auditorium Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown, 2000 **on 21 August 2023 starting at 10H00 to 11H00**.

The closing time and date for receipt of tenders is **12H00pm on 13 September 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”**

# **RFP – REQUEST FOR A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR A DEFINED PRECINCT ALONG MAIN REEF ROAD IN ROODEPOORT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 18 MONTHS.**

## **1. PROJECT INFORMATION**

### **1.1. Purpose of RFP**

The JDA is requesting proposals from professional urban planning consulting firms to prepare an Urban Development Framework for a defined precinct along Main Reef Strip in Roodepoort in the City of Johannesburg Metropolitan Municipality for a period not exceeding 18 months.

### **1.2. Introduction**

The National Department of Human Settlements has identified Roodepoort as one of the Priority Housing Development Areas (PDA/ PHDA's), this means that each municipality must have development plans for the identified areas. In response to that CoJ Human Settlements department has identified Main Reef Strip Precinct in Roodepoort for integrated housing development. The City has further identified suitable properties within the precinct that can be developed into housing. A report for the acquisition of these properties has been prepared for submission to Council through the Johannesburg Property Company (JPC).

The Department, therefore, deems it necessary to formulate an urban development framework that will guide development of the precinct. The precinct plan will focus on delivering integrated human settlement development with different tenure types and accompanying supportive infrastructure and amenities, which is affordable and socio-economically sustainable.

### **1.3. Proposal Objective**

The objective of these terms of reference is to appoint a credible and well-versed professional urban planning firm to undertake an Urban Development Framework that will guide the development of properties that COJ Human Settlements department has identified for development of human settlements over 18 months.

### **1.4. Project Location**

The project precinct is located in the Roodepoort area – situated in the western parts of the City of Johannesburg Metropolitan Municipality. It is the Municipality's administrative Region C and includes the following municipal wards 127, 70, 71 and 84. The precinct is home to Matholseville township, Matholseville informal settlement, an Old Mining Hostel, and some informal mining activities. The study area for the precinct area is depicted in figure 1 below.



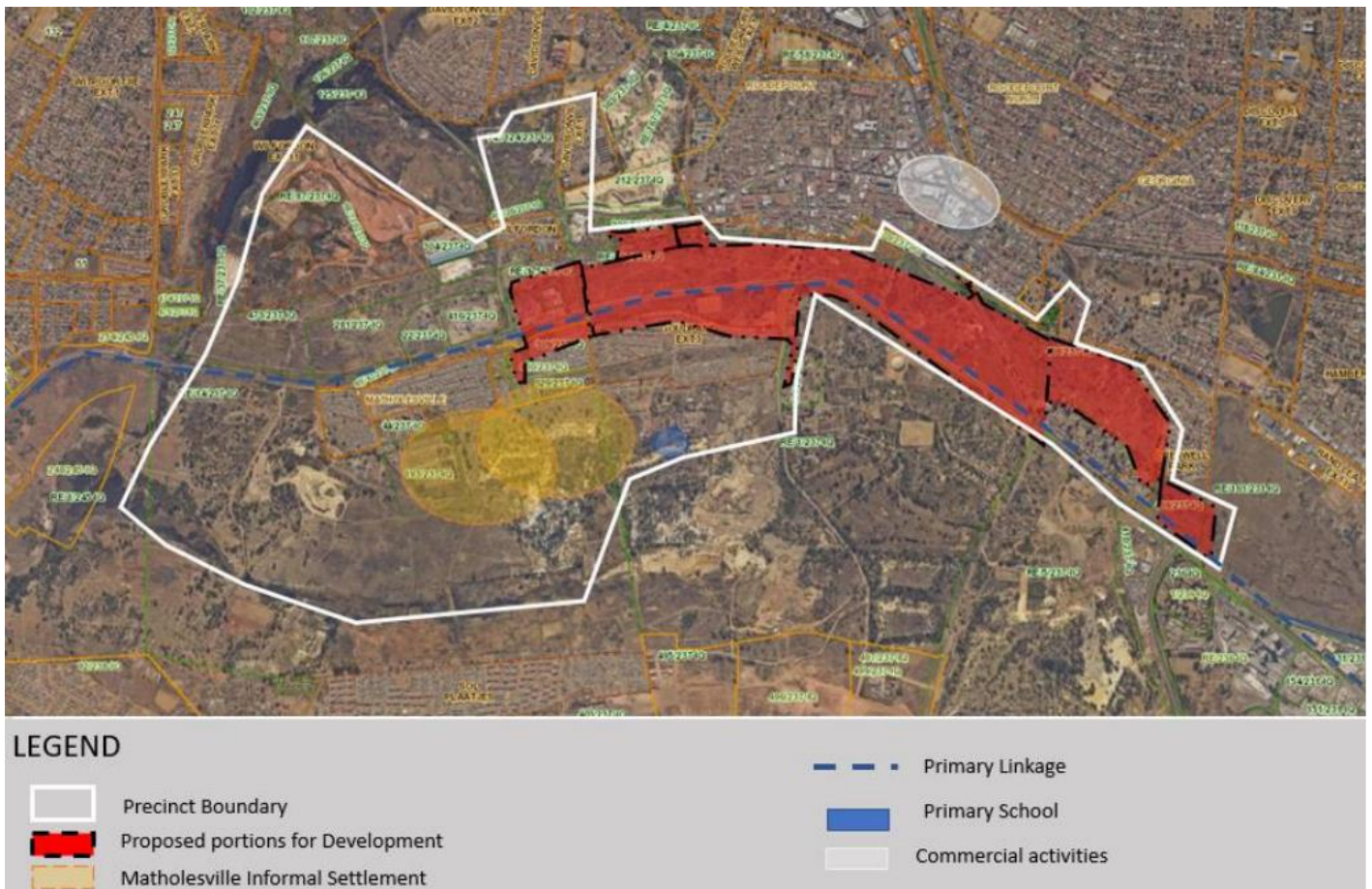


Figure 1 : Proposed precinct boundary for the Main Reef Strip - Roodepoort Development Framework.

The City's intends to develop integrated housing on eight identified properties within the defined Precinct. The City has initiated a process of acquiring five of the properties which are privately owned to realise the intended project. the property details are provided in Table 1 below:

NO.	PROPERTY / OWNERSHIP	EXTENT (ha)
1	The Remaining Extent of Portion 175 of the farm Roodepoort No. 237, Registration Division IQ, District Roodepoort (T.50301/1993 - <b>Council owned</b> )	11,4960
2	Portion 209 (a portion of Portion 208) of the farm Roodepoort No. 237, Registration Division IQ, District Roodepoort (T.9054/1986 - <b>Council owned</b> )	3,3378
3	Portion 210 (a portion of Portion 208) of the farm Roodepoort No. 237, Registration Division IQ, District Roodepoort (T.9055/1986 - <b>Council owned</b> )	1,4016
4	The Remaining Extent of Portion 407 (a portion of Portion 1) of the farm Roodepoort No. 237, Registration Division IQ, District Roodepoort (T4790/2005- <b>Privately owned</b> )	80,2604
5	Portion 408 of the farm Roodepoort No. 237, Registration Division IQ, District Roodepoort (T T39991/2003 – <b>Privately Owned</b> )	19,0648
6	Portion 409 of the farm Roodepoort No. 237, Registration Division IQ, District Roodepoort (T T39992/2003 – <b>Privately Owned</b> )	5.4604
7	Portion 26 of the farm Roodepoort No. 237, Registration Division IQ, District Roodepoort (T T100882/1998 – <b>Privately Owned</b> )	0,1888
8	Portion 27 of the farm Roodepoort No. 237, Registration Division IQ, District Roodepoort (T T21090/2012 – <b>Privately Owned</b> )	0,8249
<b>TOTAL EXTENT</b>		<b>122,0347</b>

Table 1: Project property details



## 2. SCOPE OF WORKS

The JDA intends to appoint a competent consulting firm to complete an Urban Development Framework focused on the development of an integrated housing. The framework should be informed by an assessment focused on, but not limited to - land use, social, economic, environmental health and quality, transportation, engineering conditions and services. The assessment should also consider previous, current, and future projects. It should also include a review of existing studies, strategies, plans and frameworks to formulate a synthesis that will inform the best and most viable concepts for the development of an integrated housing precinct.

The concepts should detail key development interventions for the precinct with a focus on housing development for the identified properties. The concepts should detail different tenure types as well as scale appropriate supporting elements to make the precinct sustainable and liveable. Finally, the report should detail an implementation plan outlining a clear action plan and resource requirements for the realisation of the precinct. The successful bidder will be expected to undertake the following project activities:

### 2.1.1. Inception and Planning

The inception and planning phase of the project should entail the completion of an Inception report that will outline the approach and methodology, resource allocation, work plan, stakeholder engagement plan, project schedule, and projected invoice plan/statement for the project.

### 2.1.2. Status Quo Assessment and Report

The appointed service provider/s will be required to complete a status quo assessment and report informed by a Policy, Plans and Literature Review and a Conditions Assessment Report. The Assessment should be informed by existing documentation, reports, technical assessments to be conducted by the service provider, as well as past, current, and future projects. The Report should include a comprehensive synthesis of the assessment and the implications for the development of the precinct. The Report should provide an analysis of the following elements:

#### 2.1.2.1. Policy, Plans and Literature Review

The Status Quo should include a Review of Policy, Strategy, and Frameworks that inform sustainable and integrated human settlement based on best practice cases locally and internationally and should also include a review of planning documents that impact the study area. This phase of the project is required to determine the current status quo of human settlements challenges and opportunities in line with the desired objectives of the City. Literature and policy review is critical for at this phase to align the Urban Development Framework with the overarching and aligned objectives.

#### 2.1.2.2. Basic Engineering Infrastructure Assessment

The development framework must include a detailed assessment of the outline of the engineering infrastructure (water, electric, sewer, stormwater, roads, etc.) that exists in the study area and its condition and provide detailed scope of additional capacity required to realize the implementation of proposed interventions and strategies. A High-level costing supported by prioritisation of engineering infrastructure should be included in the assessment.

**NB:** *The engineering assessment should be conducted by competent and qualified professional civil and electrical engineers registered with ECSA. They will be required to provide specialist input throughout the project (assessment and design and implementation framework). As and when required, the professional engineers will need to be available for project presentation/ meetings.*

#### 2.1.2.3. Social and Economic Study

The report should provide demographics and an outline of localized social and economic developmental conditions and services. The report should provide an analysis of the socio-economic conditions and services informed by a SWOT and/or other forms of assessments that will result in spatial interventions, to contribute to inclusive development that starts to address the deeply entrenched challenges of the residents in the area. Additional to this, will be an urban safety report. The report should identify the hotspots that will contribute towards the development of interventions that address community safety and security in the precinct. The intention is to ensure that the concepts of the precinct present an integrated housing development supported by necessary social and economic amenities and opportunities.

#### 2.1.2.4. Market Study Report

The market study report should be conducted to determine the market and affordability for suitable housing typologies considering the current housing typology (Township back yarding, informal settlement, and the old mining hostel). Additionally, the study should focus on determining the size and growth of demand for the affordable rental accommodation. The study should comprise of primary and secondary information and include, but not limited to, the following study areas;

- Analysing the residential, business, and industrial property market indicators, trends, issues and dynamics of the study area.
- Understanding the current extent of the market for the affordable, social housing product type.
- Understand the growth potential for each product type over the next 20 year.
- Understand the economy of the area and how it influences the demand for this product.
- Analyse all new developments planned in the area, and the effect thereof on supply and demand balance.
- Provide potential yields for each tenure type.
- Provide a financial model demonstrating the feasibility of recommended development options.

The study should report comprehensively on the findings, but a summarised section must report in table format. Each product type should be listed, with the following list as guideline:

- Rental Market (including rent to buy).
- Social Housing.
- BNG Housing
- And any other types of housing tenures.
- Retail, etc. For each product type, the size of the current demand should be tabled.

**NB:** *The market study should be conducted by competent and qualified professional development economist/ urban economist or property specialist with expertise in undertaking market research for residential development. The specialist will be required to provide specialist input throughout the project (assessment and design and implementation framework).*

*As and when required, the professionals will need to be available for project presentation/ meetings.*

#### **2.1.2.5. Environment and Heritage impact scoping**

The report should provide a holistic review and analysis of environmentally sensitive areas as well as the heritage assets in the study area that will provide conservation interventions and guidance for future developments. This should include an assessment of the quality of air and any other conditions typical to the area, as well as the identification of heritage assets in the study area.

**NB:** *The environmental assessment should be conducted by competent and qualified professional environmentalist registered with EAPASA. The environmentalist will be required to provide specialist input throughout the project for (assessment and design and implementation framework). As and when required, the professional will need to be available for project presentation/ meetings.*

#### **2.1.2.6. Geotechnical Assessment**

The urban development framework should provide a high-level geotechnical assessment for the precinct that will disclose any geotechnical conditions and restraints.

**NB:** *The geotechnical assessment should be conducted by competent and qualified professional geotechnical specialist registered with SACNASP and/or GSSA. The Specialist will be required to provide specialist input throughout the project (assessment and design and implementation framework). As and when required, the professionals will need to be available for project presentation/ meetings.*

#### **2.1.2.7. Transportation and Traffic Impact Assessment**

The report should provide an analysis of the impact that the proposed development will have on the transportation network, this should also include an analysis of the existing road networks and movement patterns in order to integrate the study area into the wider environment. The report should propose necessary supporting and mitigation measures based on the assessment done as well as the housing typology proposals.

**NB:** *The traffic engineering assessment should be conducted by competent and qualified professional traffic engineers registered with ECSA. The traffic engineers will be required to provide specialist input throughout the project*

*(assessment and design and implementation framework). As and when required, the professionals will need to be available for project presentation/ meetings.*

### **2.1.3. Development and Urban Design Framework Report**

The Urban Design Framework should detail the following:

#### **2.1.3.1 Design Vision**

In line with the CoJ SDF, the UDF should clearly define and be guided by its vision for integrated, compact, and sustainable development. The UDF should define a development vision to develop the precinct into a sustainable and preferred place for investment into housing, basic services, transportation, social and economic amenities to improve the overall quality of the built environment of the area and realize integration into the City.

#### **2.1.3.2 Design Principles and Objectives**

The UDF should include the development **of urban design guidelines and principles, schematic layouts/design options for the areas of intervention** for the identified properties. The development principles and objectives guide the spatial concept of the Urban Development Framework should provide development guidelines, strategy and programming for the area informed by the following :

- Identifying the right housing typology to cater for a wider range of residential needs. These should be informed by the spatial structure, to support integrated and sustainable development.
- Clustering of social and economic facilities that are easily accessible;
- Designing a transportation network to support the development; Diversification of local economic strategies that promotes a more inclusive economy and development of small businesses.
- Upgrading of existing infrastructure to support the growth and development of the area; and
- Given that the study area also include an old mining area, guiding principles and objectives of the UDF should focus on the regeneration and protection of the environment.

#### **2.1.3.3 Design Concepts**

The UDF should entail development concepts for the precinct depicting:

Conceptual proposals for the precinct indicating key spatial interventions i.e., residential, social, economic, infrastructure and environmental.

- Concept designs of the desired typology of housing development including the accommodation of the old mining hostel as well as the informal settlement within the precinct indicating densities, massing, unit designs.
- Respond to the accommodation of potential mix of land uses.
- Address the overall public environment upgrade in the precinct.

### **2.1.4. Implementation Plan**

The Implementation Plan should detail the following:

- Prioritize the short-, medium- and long-term solutions to be implemented, considering issues such as:
- Phasing (what must be implemented or addressed first).
- Roles and Responsibilities.
- Resource Requirements.
- Risks and constraints and related mitigation measures.
- Identify economic opportunities, especially for SMEs.
- High-level institutional and/or governance arrangements and Partnerships.

### **2.1.5. Project Management**

The Consultant be required to undertake project management, administration, and coordination duties in line with the fulfilment of project scope which may entail the following:

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

### 2.1.6. Stakeholder Engagement

The appointed service provider will also be responsible for undertaking any stakeholder engagement roles and responsibilities Assist in the identification key stakeholder groupings.

Contribute in the development of stakeholder engagement strategy

- Engagement approach and methodology
- Development and regular update of Communication plan
- Scheduling of all stakeholder engagement meetings
- Providing an Attendance Register, Agenda, Presentation Material and Recording of Stakeholder Engagement Meetings
- Production of Communication and Marketing Material (e-/brochures, e-/pamphlets, e-/posters)
- Provision of Equipment (Speaker, Mic, Screen, Projector, Generator (UPS))
- Booking and payment of venues
- Attendance and presentations at meetings

The successful bidder is requested to budget for a minimum of **12 internal stakeholder** engagements, **12 project meetings** and a minimum of 30 external stakeholder engagements.

<ul style="list-style-type: none"> <li>• JDA</li> <li>• Dept of Human Settlements</li> <li>• CRUM</li> <li>• Ward Councillor/s and Ward Committee/s</li> <li>• Residents</li> <li>• Any Associations/ NGOs and formations affected and interested</li> </ul>	<ul style="list-style-type: none"> <li>• Dept of Development Planning</li> <li>• Dept of Transport (Planning)</li> <li>• Dept of Economic Development</li> <li>• Dept of Social Development</li> <li>• Dept of Home Affairs</li> </ul>	<ul style="list-style-type: none"> <li>• Joshco</li> <li>• JCPZ</li> <li>• Joburg Water</li> <li>• City Power</li> <li>• JRA</li> <li>• Wits</li> <li>• JMPD</li> </ul>
--	--	---

Table 2: List of Stakeholders

The successful bidder will also be required to engage with external stakeholders ensuring that a multitude of interested parties are provided with an opportunity to voice their needs, wishes and concerns.

### 2.1.7 Technical Support and Project Close-Out

This phase will include a period where the service provider will be expected to provide technical support to the design team to be appointed to undertake stages 3-6 of construction.

Additional to that, as part of the hand-over, the service provider is expected to provide the client with the updated design concepts, urban design framework and any other relevant technical data on completion of the works, Include all Raw/ Native files.

## 3. PROJECT DELIVERABLES

3.1.1. The project deliverables will include the following:

Stage	Actions/Activities	Note	Deliverables
<b>Project planning and inception</b>	An outline of the approach and methodology, resource allocation, work plan, stakeholder engagement plan, project schedule, and projected invoice plan/statement for the project.	<ul style="list-style-type: none"> <li>The Urban Planner/ Project Lead will compile the inception report to be presented at the inception meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Inception report</li> <li>Invoice plan</li> <li>Stakeholder Engagement and Communication Plan</li> </ul>
<b>Status Quo Assessment and Report</b>	A status quo assessment and report must be informed by a review of Policy, Plans and Literature Review and a Conditions Assessment Report.	<ul style="list-style-type: none"> <li>The Urban Planner/ Project Lead will compile a status quo assessment and report comprised of all condition assessments undertaken as part of the project. <ul style="list-style-type: none"> <li>Basic Engineering Infrastructure report</li> <li>Social and Economic Study report</li> <li>Market Study report</li> <li>Environment and Heritage impact scoping</li> <li>Geotechnical Assessment report</li> <li>Transportation and Traffic Impact Assessment report</li> </ul> </li> <li>The process will include the review of relevant policies, frameworks, strategies and related reports.</li> </ul>	<ul style="list-style-type: none"> <li>Draft Status Quo Assessment and Report</li> <li>Final Status Quo Assessment and Report</li> </ul>
<b>Urban Development Framework</b>	<p>Develop a development vision, urban design guidelines and principles, schematic layouts/design options and a selection of the preferred design option for the areas of intervention for the identified properties.</p> <p>Undertake Internal and External Stakeholder engagement. Synthesis and interpretation. Recommendations</p>	<p>Overall vision and approach.</p> <p>Spatial concept and overall development guidelines.</p> <p>Key developmental strategies, which include Urban design strategies that respond to sustainability at precinct scale i.e. this speaks to responding to Human settlements, NMT, areas that generate social cohesion and economic opportunity among other needs identified in the area.</p>	<ul style="list-style-type: none"> <li>Design Vision Report</li> <li>Design Principles and objectives report</li> <li>Design Concepts report</li> <li>Draft Urban Development Framework</li> <li>Final Urban Development Framework</li> </ul>
<b>Stakeholder Engagement</b>	<p>Responsible for undertaking any stakeholder engagement roles and responsibilities including, but not limited to Engagement approach and methodology</p> <ul style="list-style-type: none"> <li>Developing and regularly updating the Communication plan</li> <li>Scheduling of all</li> </ul>	<p>The CPC will lead the facilitation of stakeholder engagements throughout the project. The engagements will run parallel with various project activities to engage stakeholders at each stage of the project. Public participation should be structured to include a broad range of stakeholder groupings such as the Councillor, vulnerable and marginalized groups, ward structures and other</p>	<p>Stakeholder Engagement Report with Key inputs &amp; recommendations.</p> <ul style="list-style-type: none"> <li>Meeting Agenda</li> <li>Attendance registers</li> <li>Meeting Minutes</li> </ul>

Stage	Actions/Activities	Note	Deliverables
	stakeholder engagement meetings <ul style="list-style-type: none"> <li>• Providing an Attendance Register, Agenda, Presentation Material and Recording of Stakeholder Engagement Meetings</li> <li>• Production of Communication and Marketing Material (e-/brochures, e-/pamphlets, e-/posters)</li> <li>• Provision of Equipment (Speaker, Mic, Screen, Projector, Generator (UPS))</li> <li>• Booking and payment of venues</li> </ul>	stakeholder groupings within the study area. It must be noted that the study area includes Matholseville township, Matholseville informal settlement, an Old Mining Hostel and some informal mining activities (zama-zama operations).	
<b>Implementation Plan</b>	Detail <ul style="list-style-type: none"> <li>• Prioritization</li> <li>• Phasing</li> <li>• Roles and Responsibilities</li> <li>• Resource</li> <li>• Risks</li> <li>• Opportunities,</li> <li>• Institutional arrangements and Partnerships</li> </ul>	The implementation plan will need to look at the short-, medium- and long-term solutions to be implemented	<ul style="list-style-type: none"> <li>• Draft Implementation Plan</li> <li>• Final Implementation Plan</li> </ul>
<b>Technical Support and Close out</b>	This phase includes providing support to the design team which will be appointed to undertake the implementation of the project. An appropriate close-out report should be compiled support the handover. Compilation of electronic and hard copy handover material + packaged products for communication purposes.	Provide the client with the updated design plan based on as-built information [including before and after photographic record], as-built drawings, certificates, maintenance and operating manuals, relevant technical data and guarantees from suppliers on completion of the works. Include all Raw/ Native files	UDF report with concepts designs, presentations, all final reports, all shape files, minutes, agenda and all attendance registers.

Table 3: Summary of Scope

The JDA requires the submission of the various project documentation as follows:

The pricing table, 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.

The City requires the submission of the various project documentation as follows:

### 3.1.2. Progress Reports and Presentations

- **Hard Copy:** 1 colour hard copies of the progress report (bound, may be printed double-sided)
- **Soft Copy:** Progress report should also be submitted in PDF (Acrobat) and Word file format.

### 3.1.3. Draft Documents

- **Hard Copy:** 1 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** A soft copy should be submitted in PDF (Acrobat) and Word file format via web links and USB.

### 3.1.4. Final Documents

- **Hard Copy:** 1 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** Web link and USB of the draft products in PDF (Acrobat) and Word file format. One of the soft copies must be typed to allow direct single sided A4 printing.

### 3.1.5. Maps/Plans and drawings

GIS – All map layers and analysis must be delivered in an ArcGIS compatible format, i.e., shape files. Associated attribute files must also be included.

The City's approved standard 26-digit code must be used as the unique property identifier.

The data must be in a Transvers Mercator projection using LO29 as the

central meridian. The Hartbees Hoek datum (WGS84) must be used. Data can be transferred via CD's or DVD's or USB.

All other drawings prepared using AutoCAD, MicroStation or any other drawing software shall be submitted in a compatible format that can be open or converted to DWG, DXF and DGN format.

The deliverables will need to include very high-quality visual products that can be used as marketing and promotion tools to encourage and promote buy-in to the proposals and business cases and will include PowerPoint Presentation materials for workshopping / meeting / stakeholder engagement purposes.

### 3.1.6. Data Ownership

All milestone products, developed for the purpose of this project, in addition to the final document and all associated map work, operational and financial models and statistical work shall remain the property of the CoJ.

All model files shall be delivered to the City in the agreed format.

## 4. PROFESSIONAL FEES

### 4.1. Pricing Table (all prices are exclusive of vat)

Detailed below is information upon which fees must be based for undertaking of the Urban Development Framework.

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 including discounts for the various project activities in line with the SACPLAN, DPSA, ECSA, SACNAS, SACAP, GSSA and EAPASA gazetted fees.

Table 4: Pricing Table



ITEM	DESCRIPTION	UNIT OF MEASURE	QTY	RATE	TOTAL AMOUNT
<b>1.</b>	<b>PROJECT MANAGEMENT</b>				
	Project planning, and preparation of the Inception Report	Hours	16	R	R
	Project Management, administration, client liaison	Monthly	18	R	R
	Milestone Progress Presentation meetings per deliverable (excluding inception report)- <b>(Allow for Physical meeting for presentation on Milestones and Virtual meetings for progress reporting)</b>	No. of meetings	18	R	R
<b>2.</b>	<b>STATUS QUO</b>				
	<b>Policy and Literature Review</b>	Hours	40	R	R
	Socio-economic Study	Hours	40	R	R
	Geotech Study	Hours	40	R	R
	Traffic Impact Study	Hours	80	R	R
	Environmental and Heritage Study	Hours	40	R	R
	Basic Engineering Report	Hours	100	R	R
	Draft Status Quo Report	Hours	40	R	R
	Final Status quo report	Hours	20	R	R
<b>3.</b>	<b>DESIGN DEVELOPMENT</b>				
	Design Vision	Hours	16	R	R
	Design Principles and Objectives	Hours	24	R	R
	Design Concepts	Hours	128	R	R
	Draft Design Development Report	Hours	40	R	R
	Final Design Development Report	Hours	40	R	R
<b>4.</b>	<b>IMPLEMENTATION PLAN</b>				

	Draft Implementation	Hours	40	R	R
	Final implementation plan	Hours	40	R	R
<b>5.</b>	<b>CONSULTATIONS</b>				
	Stakeholder Engagement Plan	Hours	16	R	R
	External Meeting	No. of meetings	30	R	R
	Internal Meetings	No. of meetings	18	R	R
	Stakeholder Meeting coordination – Hiring of venues.	No. of meetings	30	R 500.00	R 15 000.00
	Communication and Marketing Material (e-/brochures, e-/pamphlets, e-/posters) and the printing of agendas, minutes, attendance registers aswell as project presentations for each meeting	No. of meetings	30	R	R
	Equipment ((Speaker, Mic, Screen, Projector, Generator (UPS))	No. of meetings	30	R	R
	Draft Stakeholder Engagement Report	Hours	40	R	R
	Final Stakeholder Engagement Report	Hours	16	R	R
<b>6.</b>	<b>URBAN DEVELOPMENT FRAMEWORK</b>				
	Draft Urban Development Framework	Hours	80	R	R
	Final Urban Development Framework	Hours	40	R	R
<b>7.</b>	<b>Technical Support and Handover</b>				

	Close-Out Report	Hours	20	R	R
	Technical support period	Hours	76	R	R
<b>TOTAL EXCLUDING VAT</b>				<b>R</b>	

**NB: Bidders are to replicate the table above and submit as part of their detailed fee proposals (which proposal must show pricing as requested for each of the items and the total fee must be carried to the 'Offer' Page. Failure to price as required will result in the tender being disqualified for non-compliance.**

Bidders should make sure that they provide a firm offer to the JDA and all the costs should be included in the proposal. Professional fees should include disbursement (cost of travelling, stakeholder consultation, printing) and any other cost not mentioned. Bidders should note that the JDA will neither entertain any claims for additional costs, nor will it accept proposals to amend or reduce the scope of works once the successful bidder has been appointed. Hence bidders are required to go carefully through this document to make sure that they understand every aspect of the JDA's requirements in this regard and cost that accordingly. However, bidders should also take into consideration that this is a competitive process and inflated fees will not be accepted.

**BIDDERS ARE TO USE THE RELEVANT CURRENT PROFESSIONAL FEE GUIDELINES ISSUED IN TERMS OF APPROPRIATE ACT/GAZETTES (WHERE APPLICABLE) i.e., SACPLAN, ECSA, GSSA, SACNASP, EAPASA, SACAP AS WELL AS DPSA GUIDELINES WHEN PRICING.**

This majority of the project milestones should be completed within the first 14-months, allowing the last 4-months of the project for technical support to the design team. The project should be handed over to the JDA by end of 18 months after the date of appointment of the successful bidder.

## 5. PROPOSAL CONTENT

### 5 Notes

- 5.1 Tenderers 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 tendered amount to render services for the complete project period. The total on the fee table must be calculated correctly and carried to the offer page. If the value on the offer and the pricing table are different the tender will be disqualified. Failing to price as required per item 4.1 above will result in the tender being disqualified.
- 5.2 Fees must include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel, and accommodation, etc.
- 5.3 For every tangible deliverable, two hard copies and one electronic copy must be issued to the client [over and above the documentation required for submission to various authorities, to the contractor, etc.], the cost of which must be included.
- 5.4 Fees for consultation work required to produce deliverables and obtain approvals thereof is deemed to be included in the price (this also includes consultation work required to make revisions, resubmissions, updated presentations, etc. following feedback received from the relevant approving authorities).
- 5.5 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement, Appendix 4 which is included under Annexure I for information purposes.

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

The following minimum documentation must be provided:

**5.7 THE “OFFER” PAGE and PRICING TABLE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**

**5.8 Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 6.1 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE “OFFER” PAGE. Any bidder who fails to do so will be disqualified.**

5.9 A valid BBBEE status level verification certificate 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.

**FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

**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 the above constitutes a criminal offence as set out in the B-BBEE Act as amended.**

5.10 Company registration documents and a copy of a valid tax compliance status (CTS) letter issued by SARS.

No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.

5.11 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R2m is required for this project.

5.12 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.

5.13 Audited financial statements for the past three years.

5.14 Details of directors / partners / members and shareholders with certified copies of their identity documents.

5.15 The forms A to H annexed, must be scrutinized, completed in full and signed.

**5.16 Complete in full all information required on Annexure G: Organogram**

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

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

- Detailed CVs for each resource indicated on Annexure G.  
CV's must note the resources' specific relevant project experience [i.e., **project description, role played and responsibilities, project value, start and end dates**]. **The number of years of experience in the required role on similar projects (involving Urban Development Frameworks, UISP, Social Housing, CRUs, resettlement plans) with value of project must be clearly demonstrated in the CVs to indicate compliance with the minimum requirements.**
- Relevant qualifications and attach certified proof hereof.
- Individual memberships to the stipulated professional associations and attach proof hereof.

**5.17 Complete in full all information required on Annexure D and H: Schedule of Completed Contracts**

ONLY list a **maximum of 10 projects** completed by the bidding entity in the past 5 years of a similar nature and scale to this project i.e., Development Framework, UISP, Social Housing and Feasibility Studies.

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

- Contactable references: References must be for COMPLETED projects only. References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document **must** confirm the name of the project / description of the project (*must be clear that the project was a township establishment application and or feasibility study*), a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. project management, or urban planning, urban design*), the value of the project, the date when the project was completed (*must be between 2018 and 2023*) and it must rate the service rendered (*e.g. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project*).

**NOTE:**

- 5.18 *Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultants on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.*
- 5.19 *Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure D and H will be considered as previous experience and only reference letters related to the projects listed on Annexure G will be considered as supporting documentation.*
- 5.20 Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 5.1 and 5.2 WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE.**

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 6 WILL RESULT IN TENDERERS BEING DISQUALIFIED.**

**Note for consortium and joint ventures.**

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant.
- *Only the lead consultant is to submit the requisite documents and / or information as requested in items 5.7 to 5.17.*
- *Item 5.11 MUST be addressed by each member of the company*
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

**Failure to comply with these conditions may invalidate your offer.**

## **6. ASSESSMENT CRITERIA**

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

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

### **6.1 Compliance**

Bidders will be disqualified in the following instances:

- If any of its directors are listed on the register of defaulters.
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
- Bidders who did not complete, in full, the tender offer page & pricing table (i.e., priced, all registration numbers provided and signed) as stipulated in item 5.7 and 5.8 herein.
- Bidders who did not attend the compulsory tender briefing meeting session.
- Bidders whose tender document has been completed in pencil.
- Bidders whose document has been faxed, e-mailed, received after the date & closing time.
- Bidders whose tender document has not been deposited in the tender box at the time of closing.
- Bidders whose company directors are in the employment of the state.
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS).
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD).
- No award will be made to any bidder whose company director's municipal account and rates are more than 90 days.

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

## 6.2 Technical

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

- (i) Key returnable documents,
- (ii) Capability of the proposed key team members (i.e., experience, qualifications, and memberships to professional associations per Item 5.11 above),
- (iii) The experience of the company (i.e., housing strategies, plans and/ or feasibility studies), and references per Item 5.17 above) and,
- (iv) The contactable reference letters.

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

**Bidders are expected to score a minimum of 224 points, 70% (out of 320 maximum points score able)**

Variables	Total Points	Criteria	Description of criteria	Points	Points
<b>KEY RETURNABLE DOCUMENTS per item 5 herein</b>	<b>N/A</b>	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 5 herein	N/A	Y / N
		Company registration documents		N/A	Y / N
		CTS letter from SARS		N/A	Y / N
		Valid Professional Indemnity Insurance R2m		N/A	Y / N
		Current municipal rates account / affidavit		N/A	Y / N
		3 Years audited financial statements		N/A	Y / N
		Certified copies of identity documents		N/A	Y / N
		Annexure A completed in full and signed	Zero points will be awarded if Annexure G and H are not completed	N/A	Y / N
		Annexure B completed in full and signed		N/A	Y / N
		Annexure C completed in full and signed		N/A	Y / N
		Annexure D completed in full and signed	Points will not be allocated for making reference to attached	N/A	Y / N
		Annexure E completed in full and signed		N/A	Y / N
		Annexure F completed in full and signed		N/A	Y / N

		Annexure G completed in full and signed		N/A	Y / N
		Annexure H completed in full and signed		N/A	Y / N
Variables	Total Points	Criteria	Description of criteria		Points
CAPABILITY OF PROPOSED TEAM As per item 5.17 and Annexure G & H	100	1. Project Lead - Urban/Town Planner			
		Minimum Ten (10) Years more experience in spatial planning Evidence of leading on at least three (3) similar projects in terms of scale and complexity {required services on ALL the following types of projects will be counted as valid for scoring}: ✓ Spatial Plans (i.e. Urban Development Framework, Precinct Plans and etc.) ✓ Housing Policy and Projects (UISP, Social Housing/CRU and etc.) ✓ Feasibility Study An Honours degree equivalent or higher in Town and Regional Planning or higher	CV's must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded.  Certified proof of qualification and registration must be provided to obtain the points		90
		Professional registration with SACPLAN	Certified proof of registration must be provided to obtain the points		10
		2.Urban Designer or Architect			
	70	Minimum Ten (10) years of experience in Urban Design or Architecture. Evidence of working on at least three (3) similar projects {required services on Two (2) of the following types of projects will be counted as valid for scoring}:  ✓ Spatial Plans (i.e. Urban Development Framework, Precinct Plans and etc.) ✓ Housing Policy and Projects (UISP, Social Housing/CRU and etc.) ✓ Feasibility Study	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded		40
		A Master's degree in Architecture/ Urban Design or higher	Certified proof of qualification must be provided to obtain the points		20
		A Honours's degree in Architecture/ Urban Design or higher			10



		Professional registration with SACAP/UDISA as a Professional Urban Designer	Proof of registration must be provided to obtain the points. This is also a minimum requirement and failure to comply will lead to disqualification	10
	50	<b>3. Community Participation Consultants</b>		
		<b>Minimum Ten (10) years</b> post qualification experience in Stakeholder engagement. Evidence of working on at least three (3) Housing projects of a similar scale and complexity.  DPSA Guidelines <b>A Bachelor's</b> degree in Humanities or Built Environment or Education or any related Bachelor's NQF 8 or higher	CV's must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded	40
			Certified proof of qualification must be provided to obtain the points	10
Variables	Total Points	Criteria	Description of criteria	Points
	100			
<b>COMPANY EXPERIENCE per item 5 and Annexure H</b>	50	<b>COMPANY SCHEDULE OF COMPLETED PROJECTS</b>		
		Five or more planning projects completed	Points will only be allocated for having rendered the required services on the following kind of projects  Local Spatial Plans x 2, UISP x 1, Social Housing/CRU x 1, Feasibility Study x 1,	50
		Three projects completed	Local Spatial Plans x 1, UISP x 1 or Social Housing/CRU x 1 and Feasibility Study x 1	30
		One OR MORE projects completed	Any 1 or more of each - Local Spatial Plans or UISP or Social Housing/CRU or Feasibility Study	10
	50	<b>REFERENCES FOR COMPLETED PROJECTS</b>		
		Five or more satisfactory project references	Points will only be allocated for letters reflecting the following kind of projects Local Spatial Plans x 2, UISP x 1, Social Housing/CRU x 1, Feasibility Study x 1,  <b>References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the project, the date completed and a comment</b>	50

			<p>of the level of satisfaction with the service. References must be for projects listed above under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references.</p> <p>If any of the required information is not contained in the reference then zero points will be awarded</p>	
		Three satisfactory project references	Local Spatial Plans x 1, UISP x 1 or Social Housing/CRU x 1 and Feasibility Study x 1	30
		One or more satisfactory project references	Any 1 or more of each - Local Spatial Plans or UISP or Social Housing/CRU or Feasibility Study	10

Points will only be allocated for thorough documentation under the approach and methodology to each of the critical aspects identified above. Project information contained elsewhere in the tender submission will not be considered.

### 6.3 Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's preference status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

Price and Preference	<p><b>PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022</b></p> <p>The 80/20 preference point system will apply to this tender and the lowest acceptable tender will be used to determine the applicable preference point system. The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.</p> <p>Price shall be scored as follows:</p> $Ps = 80 \times (1 - (Pt - Pmin))$
----------------------	--

Pmin

Where: Ps is the number of points scored for price;

Pt is the price of the tender under consideration;

Pmin is the price of the lowest responsive tender.

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

Table B1: Awards UP TO R50 mil (VAT Inclusive)

To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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.

To be completed by organ of state (maximum point for the tender as below allocation

	POINTS
PRICE	
SPECIFIC GOALS	

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be complete d by the organ of state)	Number of points claimed (80/20 system) (To be complete d by the tenderer)	Evidence
Race – people who are Black, Coloured or Indian (ownership)* More than 50% black ownership = 10 points; 0% black ownership = 0 points	10		B-BBEE certificate or QSE/EME Affidavit; • Company Registration Certification • Certified Identification Documentation. • CSD report
Gender are women (ownership)* More than 50% women ownership = 5 points;	5		Company Registration Certification • Certified Identification Documentation • CSD report
SMME (EME or QSE)	5		BBBEE Certificate/ Affidavit CSD Registration
<b>Total Points</b>	<b>20</b>		<b>Failure to attach evidence will lead to scoring zero points</b>

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's preference points. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

For tenders up to R50 million

80 points are assigned to price

Up to 20 points are assigned to preference status per the table under item

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

Schedule 3:

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

Notes:

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

	<p>8.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and are in accordance with notices published by the Department of Trade and Industry in the Government Gazette.</p> <p>8.3.1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.</p> <p>8.3.1.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.</p> <p>8.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.</p> <p>8.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.</p> <p>8.3.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.</p> <p>8.3.1.10 No tender will be awarded to a bidder who is not registered on CSD.</p> <p><u>8.3.2 Formula for scoring tender price</u></p> <p>The following formula will be used to calculate the points for price.</p> $P_s = X [1 - (P_t - P_{min})]$ <p>Pmin Where Ps = Points scored for comparative price of tender under consideration Pt = Comparative price of tender under consideration Pmin = Comparative price of lowest acceptable tender X = Points assigned to price</p> <p><u>8.3.3 The total preference points for a tender are calculated with the</u></p> <p><u>Formula</u></p> $PP = P_s + P_{bee}$ <p>Where PP is the total number of preference points scored by the tenderer Ps is the points scored for the comparative price of the tenderer, and Pbee is the number of points awarded to the tenderer based on his certified B-BBEE status level</p>
--	--

The Preference Point System will be applied as follows:

➤ For tenders up to R50 million

- 80 points are assigned to price
- Up to 20 points are assigned to BBBEE status per the table under item 6.3.1

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

#### 6.3.1 Points awarded for BBBEE status level

Points will be awarded for empowerment (BBBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The table overleaf is applicable in this regard :

B-BBEE Status Level Of Contributor	Number of Points
	Tenders up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
<b>Non-Compliant contributor</b>	<b>0</b>

Notes :

- 6.3.1.1 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act ( Act No.53 of 2003).
- 6.3.1.2 Tenderers must submit their original and valid B-BBEE status level verification certificate substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**
- 6.3.1.3 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.

- 6.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 6.3.1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 6.3.1.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 6.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 6.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

#### 6.3.2 Formula for scoring tender price

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

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

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

#### 7.3.3 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



## 6.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for individual professional service providers (eg. project managers / engineers / quantity surveyors / consultants) is either :

The greater of R8 million or four contracts / projects in the current financial year or

The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)

And in instances where the value of contracts for multi-disciplinary professional service providers (eg. more than one discipline / service is provided by the same bidder) is either :

The greater of R12 million or six contracts / projects in the current financial year or

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.

## 7. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

**“RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR A DEFINED PRECINCT ALONG MAIN REEF ROAD IN ROODEPOORT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 18 MONTHS.”**

must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (Formerly President Street), Newtown** only between the hours of 08H00 and 12H00.

**The Tender closes at 12h00 13 September 2023**

Envelopes will be stamped on receipt. 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.

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

The tender offer validity period for this tender is ninety (90) days.

Queries can be addressed in writing to:

Xolisile Sithole

E-mail: [XSithole@jda.org.za](mailto:XSithole@jda.org.za)

## **ANNEXURE A : BUSINESS DECLARATION**

Tender/RFP Number : .....  
Tender/RFP Description : .....

Name of Company : .....  
Contact Person : .....  
Postal Address : .....

Physical Address : .....

Telephone Number : .....  
Fax Number : .....  
Cell Number : .....  
E-mail Address : .....

### **Company/enterprise Income**

**Tax Reference Number:** .....

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

**VAT Registration Number** : .....

**Company Registration Number** : .....

### **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 three years and what is the estimated turnover of current commitments from 1 July 2017 to 30 June 2018 (excl. VAT):

R ..... Year .....

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 : .....

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? <b>(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).</b>	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)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
Item	Question	Yes	No

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) .....

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTANTS IN THE FORM OF A MULTI-DISCIPLINARY COMPANY / CONSORTIUM / JOINT VENTURE TO PREPARE A DEVELOPMENT FRAMEWORK FOR A DEFINED PRECINCT COVERING MAIN REEF STRIP IN ROODEPOORT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 18 MONTHS.

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

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

[illegible]

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

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

\*\*\* Organ of State means-

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

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

.....  
 Position

.....  
 Name of Bidder

.....  
 Date

**ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

*for*  
**RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT  
FRAMEWORK FOR A DEFINED PRECINCT ALONG MAIN REEF ROAD IN ROODEPOORT IN THE CITY OF  
JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 18 MONTHS**

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

\_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date



## **ANNEXURE F : DECLARATION ON STATE OF MUNICIPAL ACCOUNTS**

### **A Any bid will be rejected if:**

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

### **B Bid Information**

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

### **C Documents to be attached**

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

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

RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR A DEFINED  
PRECINCT ALONG MAIN REEF ROAD IN ROODEPOORT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 18 MONTHS

this form:

.....

.....

Signature:.....

Date:.....

**ANNEXURE G: ORGANOGRAM** THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 6.2 HEREIN

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 5.16 and 6.2 herein.

**TABLE 1: URBAN TOWN PLANNER**

Table G-1.1 : Key Resource Information	
Resource Information	
Designation:	URBAN/ TOWN PLANNER
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR A DEFINED PRECINCT ALONG MAIN REEF ROAD IN ROODEPOORT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 18 MONTHS

**URBAN/ TOWN PLANNER**

<b>Project Name</b>	<b>Project Type (similar to scope of RFP)</b>	<b>Client Name &amp; Contact Details</b>	<b>Specific Tasks completed by yourself</b>

**TABLE 2: URBAN DESIGNER**

Table G-1.2 : Key Resource Information	
Resource Information	
Designation:	Urban Designer
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR A DEFINED PRECINCT ALONG MAIN REEF ROAD IN ROODEPOORT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 18 MONTHS

**URBAN DESIGNER**

Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

**TABLE 3: COMMUNITY PARTICIPATION CONSULTANT**

Table G-1.3 : Key Resource Information	
Resource Information	
Designation:	Community Participation Consultant
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

---

**COMMUNITY PARTICIPATION CONSULTANT**

Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

**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 certified proof of relevant qualifications and proof of memberships to stipulated professional associations must also be provided for the above proposed personnel.**

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date



## **ANNEXURE H: SCHEDULE OF COMPLETED CONTRACTS**

**THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 6.2 HEREIN**

The tenderer shall list below a **maximum of 5 projects of a similar nature and scale** to this project as described under item 5.17 and 6.2 herein.

Table H : Company: Project Related Experience	
Company Information	
Company Name	
Year Established	
Professional Registration Body / Institution	
Date of Professional Registration	

Company Authorised Representative	
Authorised Representative Name	
Representative Contact Number	
Representative Contact Email	

Company Project Related Experience								
Project Name	Relevant Project Type	Project Value (Excluding Construction Costs)	Project Value (if available)	Project Start Date	Project End Date	Project Description	Client Name & Contact Details	Specific Tasks completed relevant to this Tender Proposal Terms of Reference
1.								
2.								
3.								
4.								
5.								

**NOTE: Contactable references for the above listed projects must be provided. Said references MUST be on the client's letter head or on a document stamped and signed by client and must confirm the name of the project, description of the project, description of the service rendered, the value of the project, the completion date, and it must rate the service rendered.**

.....  
Signature

.....  
Position

RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR A DEFINED PRECINCT ALONG MAIN REEF ROAD IN ROODEPOORT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 18 MONTHS

.....  
Name of Bidder

.....  
Date

RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR A DEFINED PRECINCT ALONG MAIN REEF ROAD IN ROODEPOORT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 18 MONTHS