



## INVITATION TO BID

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

ADVERT DATE: **03 June 2026**

COMPULSORY BRIEFING MEETING DATE: **11 June 2026**  
VENUE **JDA OFFICES NO 3 HELEN JOSEPH STRET NEWTOWN**

TIME: **10H00am – 11H00am**

CLOSING DATE: **07 JULY 2026**

CLOSING TIME: **12H00**

**BID DESCRIPTION: RFP – APPOINTMENT OF SERVICE PROVIDERS FOR THE JDA PANEL FOR THE IMPLEMENTATION OF AN EXPECTED CREDIT LOSS(ECL) MODEL IN TERMS OF THE REVISED GRAP 104 STANDARDS; THE PROVISION OF PROBITY AUDIT FOR PANELS AND TO PROVIDE RISK ASSURANCE SERVICES FOR THE JDA FOR A PERIOD OF 36 MONTHS**

BID NUMBER: **JDAFIN/FIN 05 /2026A**

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)

<sup>1</sup> \* MSCM Regulations: "in the service of the state" means to be –

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

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

Department: Procurement  
Tel: 011 688 7811

Contact Person:  
Fax: 011 688 7899

Mr. Thapelo Kgaphola  
E-mail: [tkgaphola@jda.org.za](mailto:tkgaphola@jda.org.za)

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

Department: SCM  
Tel: 011 688 7851

Contact Person:  
Fax: 011 688 7899

Ms Celestine Mouton  
E-mail: [cmouton@jda.org.za](mailto:cmouton@jda.org.za)

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

**OFFER**

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

NAME OF BIDDER .....

BID DESCRIPTION .....

BID NUMBER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

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

CELLPHONE NUMBER .....

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

E-MAIL ADDRESS .....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER .....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

SIGNATURE OF BIDDER .....

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

DATE .....

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## **SUPPLIERS DATABASE REGISTRATION**

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

This will enable prospective suppliers to register their companies on the following website [www.csd.gov.za](http://www.csd.gov.za)

### **Transitional Period (1 September 2015 to 30 June 2016)**

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

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

### **After Transitional Period 1 July 2016**

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

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## To all Stake Holders

### RE: The channels of reporting fraudulent and Corrupt Activities

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

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

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

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

All people doing business with the Johannesburg Development Agency are encouraged to report any corrupt or illegal practice.

Employees are encouraged to report fraud, waste or other concerns suggestive of dishonest or illegal activities.

### Anyone can report fraudulent and corrupt activities through one of the following channels:

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



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

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

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# JOHANNESBURG DEVELOPMENT AGENCY

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ADVERT DATE: **07 June 2026**

COMPULSORY BRIEFING MEETING DATE: **11 JUNE 2026**  
VENUE: **JDA OFFICES NO 3 HELEN JOSEPH STREET NEWTOWN**

TIME: **10H00am – 11H00am**

CLOSING DATE: **07 JULY 2026**

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BID DESCRIPTION: **RFP - APPOINTMENT OF SERVICE PROVIDER FOR THE IMPLEMENTATION OF AN ECL MODEL IN TERMS OF THE REVISED GRAP 104 STANDARDS; THE PROVISION OF PROBITY AUDIT FOR PANELS AND TO PROVIDE RISK ASSURANCE SERVICES FOR THE JDA**

BID NUMBER: **JDAFIN/FIN 05 /2026A**

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**JUNE 2026**

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## **COPY OF ADVERT**

### **TENDERING PROCEDURES**

#### **Tender Notice and Invitation to Tender**

**BID DESCRIPTION: RFP - PROVISION OF ASSET MANAGEMENT HARDWARE, SOFTWARE AND SUPPORT FOR THE JDA FOR A PERIOD OF 36 MONTHS - BID NUMBER: JDAFIN/AMS/04/2026**

The Johannesburg Development Agency is requesting proposals from qualified, experienced and professionals for the implementation of an EXPECTED CREDIT LOSS (ECL) model in terms of the revised GRAP 104 Standards, the provision of Probit Audit for panel services and to provide risk assurance services for the JDA Panel. The document can 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 **03 June 2026**. 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. Thapelo Kgaphola at tel: (011) 688 7851; fax (011) 688 7811; or e-mail: [tkaphola@jda.org.za](mailto:tkaphola@jda.org.za)

Technical queries or queries relating to the project may be addressed to Mi M(011) 688 7851S Celestine Mouton; fax: (011) 688 7851; or e-mail: [cmouton@jda.org.za](mailto:cmouton@jda.org.za)

A Compulsory Clarification Meeting with representatives of the Employer will take at the JDA Offices at No 3 Helen Joseph Street Newtown will be provided on the tender document. Meeting will take place on **11 June 2026, starting at 10H00am –11H00am**.

**The closing time for receipt of tenders is 12:00pm on 07 July 2026. 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”**

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## 1. INTRODUCTION

The Johannesburg Development Agency (JDA) is requesting proposals from qualified and experienced service providers for the implementation of an ECL model in terms of the revised GRAP 104 Standards, the provision of Probity Audit for panel services and to provide risk assurance services for the JDA for the JDA Panel.

## 2. PROJECT INFORMATION

### 2.1 Background

The Johannesburg Development Agency is an Agency of the City of Joburg based at No.3 Helen Joseph Street, Newtown. The Johannesburg Development Agency is requesting proposals from qualified, experienced and professionals for the implementation of an ECL model in terms of the revised GRAP 104 Standards, the provision of Probity Audit for panel services and to provide risk assurance services for the JDA Panel.

### 2.2 Scope of work

#### 2.2.1 **Implementation of ECL Model for the revised GRAP 104 Standards. The professional team for this work must include, an Actuary, a Business Analyst and a Financial Accountant.**

The scope of work includes for full implementation of GRAP 104 which includes but is not limited to:

- Develop financial instruments register that is GRAP compliant using the instruments identified by management and any other that are identified during implementation.
- Assist in segmentation of receivables.
- Identification and classification of all financial instruments in terms of GRAP 104
- Develop and document a Revised GRAP 104 compliant methodology for classification, initial measurement, subsequent measurement, impairment, accounting treatment and disclosures of financial instruments.
- Assessment of recognition and derecognition principles.
- Propose a practical governance framework for financial risk oversight.
- Individual and collective assessment of impairment where applicable.
- Document assumptions and methodologies for audit purposes.
- Development of GRAP-compliant impairment calculation models.
- Review and update the Revised GRAP 104 accounting policy and related Standard Operating Procedures.
- Review and provide recommendation on current credit or debt management policy and risk management policies for GRAP compliance.

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- Review system configuration and chart of accounts.
  - Recommend changes required for the following:
    - effective interest rate calculations;
    - Discounting where applicable;
    - tracking of modifications; and
    - Impairment provisioning.
  - Perform a financial instrument risk assessment in accordance with GRAP 104, including but not limited to:
    - Credit risk exposure;
    - Liquidity risk exposure; and
    - Market risk.
  - Working together with management, develop a financial instruments risk matrix that:
    - Identifies each class of financial instrument;
    - Assesses inherent and residual risk;
    - Identifies concentration risk;
    - Documents counterparty risk exposure; and
  - Prepare GRAP 104 compliant disclosure templates including:
    - Risk disclosures (credit risk, liquidity risk, market risk);
    - Sensitivity analyses;
    - Reconciliation of impairment; and
    - Fair value hierarchy disclosures;
  - Review and update the revised GRAP 104 financial statements notes.
  - Assist with the impact of the changes in cash flow statements.
  - Reconciliation of the accumulated surplus after effecting the changes.
  - Respond to audit issues relating to the revised implementation and audit adjustments.
  - The service provider will be expected to transfer skills to the finance division to ensure understanding of GRAP 104 implementation.

### **2.2.2 Provision of Probity Audit Services for Panels**

#### **The professional team for this service must provide :**

Proof of Registration (entity and/or one of the Director) with the relevant Internal Audit related professional bodies. They should be registered with one of the following professional bodies:

- Institute of Internal Auditors (IIA)
- South African Institute of Chartered Accountant (SAICA)

In line with the principles of transparency, fairness, accountability, and good governance within public sector procurement, JDA seeks to appoint suitably qualified and independent Probity Auditors to provide assurance over the integrity and compliance of strategic procurement processes.

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This approach is aligned to the guidance contained in MFMA Circular 62, which recognises the role of Internal Audit and independent assurance mechanisms in strengthening oversight over Supply Chain Management (SCM) processes and mitigating procurement-related risks. Probity reviews are undertaken to provide independent assurance that procurement processes are conducted in a fair, transparent, equitable, competitive, and cost-effective manner in accordance with applicable legislation, SCM policies, and governance requirements.

The probity process is intended to strengthen governance, reduce the risk of irregularities, improve stakeholder confidence, and ensure that procurement decisions are made with integrity and accountability.

Prospective Probity Auditors are expected to conduct probity audit and quality assure the compliance to the procurement processes which includes bid specification, bid evaluation and attendance of bid adjudication. The appointed Probity Auditors are expected to audit the bidding process using Audit Managers that are adequately skilled as well as experienced in auditing of public sector Supply Chain Management.

The probity audit process must provide quality assurance of the process implemented from specification to the final evaluation report ensuring the following compliance areas are adequately addressed in each step of the process:

- Regulatory Compliance
- Administrative Compliance
- Internal controls
- Governance arrangements

The appointed Probity Auditors shall disclose, as part of their methodology and during execution of the assignment, any intention to utilise the services or input of other specialists or subject matter experts, including but not limited to legal practitioners, engineers, quantity surveyors, ICT specialists, or other technical consultants.

Such disclosure must clearly indicate:

- The nature and purpose of the specialist involvement;
- The specific scope of work to be performed by the specialist;
- The qualifications and experience of the specialist; and
- How the Probity Auditor will maintain accountability and oversight over the work performed by such specialists.

The appointment or use of any specialist shall not transfer accountability away from the appointed Probity Auditor, who shall remain fully responsible for the quality, integrity, and conclusions of the probity review.

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## Scope Details for Probity Review

Bids for Review	Number of bidders	Estimated timeframe
Review – ABT Panel	+/- 300 bids	4 weeks
Review – ESG Panel	+/- 300 bids	4 weeks

## Deliverable for Probity Reports

The following Audit Reports shall be produced detailing how the process was implemented, as well as the audit findings raised, and recommendations provided to JDA. Each report must provide assurance of the phase that was audited as it is completed.

- The Evaluation Report produced within five (5) working days upon completion of the evaluation detailing each phase of the evaluation process with reasons for each bidders' outcome in the evaluation. The report must be accompanied by an audit file (i.e, Working Papers and supporting evidence).
- The Final Probity Audit Report within two (2) days after the review and verification of the BEC report.
- The Weekly Performance Report must be provided at the end of each week, detailing the activities undertaken by JDA and auditors alike.
- Project Close Out meetings with: Internal Audit Manager and SCM Manager within five (5) days after the final report is issued.
- The service provider shall be available to act as the evidence leader during any related queries, as well as legal proceedings related to the probity, if required. This includes:
  - a) Presenting the probity findings in a clear and professional manner to ExCo, Audit & Risk Committee (ARC), Board, or relevant legal bodies.
  - b) Providing testimony and responding to questions regarding the probity process and outcomes.
  - c) Assisting with the preparation and submission of evidence for hearings or legal proceedings.
  - d) The service provider shall confirm their availability for such proceedings at the time of appointment and coordinate with Internal Audit, Audit & Risk Committee, or relevant legal bodies as directed by the Board.

All working papers, audit evidence, correspondence, attendance registers, evaluation notes, exception reports, and supporting documentation generated during the probity review shall remain the property of JDA and shall be submitted to Internal Audit upon completion of each phase of the assignment.

The service provider shall ensure that working papers are:

- Properly indexed and cross-referenced;
- Sufficient to support the conclusions and opinions reached;
- Retained in accordance with applicable legislation and professional standards; and
- Available for review by Internal Audit, the Audit and Risk Committee, external auditors, regulators, or authorised oversight structures when required.

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Internal Audit shall maintain oversight over the probity audit process and reserves the right to review the adequacy and completeness of the supporting working papers and audit evidence submitted by the service provider for purposes of governance assurance and ARC oversight. Furthermore, the appointed Probity Auditors shall report functionally to Internal Audit and administratively to the designated management representative.

### **2.2.3 Provision of Risk Assurance Services**

**Service Providers appointed may be required to provide following risk assurance services, the professional team must consist of a Risk Analyst, Procurement Law Attorney and a Forensic Investigator.**

#### **2.2.3.1 Risk Management Services**

- Enterprise Risk Management (ERM) assessments and reviews
- Risk maturity assessments
- Risk register development, review, and facilitation
- Strategic, operational, financial, projects and compliance risk assessments
- Facilitate the development of Risk Appetite and Tolerance Framework
- Review Enterprise Risk Management Strategy and policy
- Develop Combined Assurance Framework
- Develop an Enterprise Risk Management Implementation Plan emanating from Risk Management Strategy. The Risk Management Plan detailing implementation activities, timelines, budget estimates.

#### **2.2.3.2. Compliance and Governance Assurance**

- Regulatory and legislative compliance reviews
- Governance and control effectiveness assessments
- Fraud risk assessments and anti-fraud reviews
- Ethics and integrity assurance

#### **2.2.3.3 IT and Technology Risk Assurance**

- IT general controls (ITGCs) reviews
- Cybersecurity and information security assurance
- Systems implementation assurance
- Data privacy and protection assurance

#### **2.2.3.4 Forensic and Investigative Services**

- Forensic investigations
- Fraud detection and prevention reviews

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- Litigation support and expert services
  - Unauthorised, Irregular, Fruitless and Expenditure Investigations

#### **2.2.3.5 Business Continuity Management System (BCM) Services**

- Conduct BCM gap assessment which includes the following:
  - Review existing policies, procedures, controls, and continuity arrangements;
  - Assess current maturity against ISO 22301 requirements and industry best practices;
  - Identify gaps, risks, and improvement opportunities
- Conduct Business Continuity Risk assessment
- Review the BCM Framework including all related plans and policies such as BCP and DRP
- Assist the entity with ISO 22301 certification readiness activities.

### **3. REPORTING ARRANGEMENTS**

The JDA requires regular updates on progress and key issues identified should be reported immediately to ensure timeous completion of the project, in accordance to the high level project plan as provided by the service provider. .

Weekly progress updates must be submitted to the key stakeholders as and when required by the project lead.

Monthly progress meetings must be held and reports must be submitted to all the key stakeholders.

### **4. SPECIAL CONDITIONS**

#### **4.1.1 For the implementation of the ECL Model**

- Bidders must submit proof of affiliation with SAICA for the Financial Accountant responsible for the assignment at JDA.

#### **4.1.2 For Probity Services**

- The service provider shall adhere to administrative procedures, methods of communication and transfer of data, format and timing of report back as agreed between the parties from time to time.
- The service provider shall act in Good Faith within the law and in accordance with acceptable collection industry code of practice and shall do its utmost to avoid bringing the name of JDA into disrepute; and
- The service provider shall treat all information received by it from the JDA as confidential and shall not use such information for any purpose other than which has been agreed upon by both parties.
- The service provider shall cooperate fully with Internal Audit and provide unrestricted access to all records, working papers, personnel, and supporting evidence relating to the probity assignment.

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- The service provider shall promptly escalate any suspected fraud, irregularity, interference, conflict of interest, or governance concern identified during the probity process to Internal Audit and the designated JDA representative.
  - The service provider shall declare any actual or perceived conflict of interest prior to commencement of the assignment and throughout the duration of the engagement.

## **4.2 Notes**

### **4.2.1 Appointments onto the panel is for 36 months**

4.2.2 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.

4.2.3 Tenderers are required to take cognisance of the role of the other professionals and work coherently with them where required.

4.2.4 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.

4.2.5 Successful tenderers will be required to sign the JDA's Standard Agreement and appendices.

4.2.6 Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, COJ, and stakeholders; (b) design, progress / site meetings and inspections; and (c) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.

## **5. PROPOSAL CONTENT**

The bidder's submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must clearly indicate the **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 :

5.1 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.

5.2 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.

5.3 Audited financial statements for the past three years.

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

5.5 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 CV's for each resource indicated  
CV's must note the resources' specific relevant project experience [ie. **project description, role played and responsibilities, project value, start and end dates**]. **The number of years of experience must be clearly demonstrated in the CV's 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

## 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 (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who 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 failed to attend the compulsory tender briefing session;
- Bidders who have any directors in the employment of the state;
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);

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

### 6.2 Technical

The technical assessment is based on the criteria set-out below namely, (i) capability of the proposed key team members (ie. experience, qualifications, and memberships to professional associations and (ii) the 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.

For this tender the total number of points is **90 points**. A minimum score of **63 points or (70%)** qualifies the bidder to move to the next stage of preferential procurement.

	Total Points	Section 1 ECL Model 30 Points		
Completed projects and References for ECL Model	10	<b>REFERENCES FOR COMPLETED PROJECTS</b>		
		Five satisfactory project references for having completed the implementation of an ECL model in a Local Municipality or Municipal Owned Entity	Points will only be allocated for having rendered the required services in a local municipality and or a Municipal Owned Entity	10
		Three to four satisfactory project references for having completed the implementation of an ECL model in a Local Municipality or Municipal Owned Entity	<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 constructed works, the date completed and a comment of the level of satisfaction with the service.</b>  If any of the required information is not contained in the reference then zero points will be awarded	5
		One to two satisfactory project references for having completed the implementation of an ECL model in a Local Municipality or Municipal Owned Entity		2
Variables	Total Points	Criteria	Description of criteria	Points
Resources for the ECL Model	20			
		<b>Business Analyst</b> 10 years relevant experience as a business analyst <u>and</u> relevant qualifications NQF level 8 or Higher	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. The CV must be accompanied by a copy of the qualifications and id copy, which <b>must</b> be certified. Certification must not be older than 3 months	4
		<b>Actuary</b> 10 years relevant experience an actuary <u>and</u> relevant qualifications NQF level 8 or higher	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. The CV must be accompanied by a copy of the qualifications and id copy, which <b>must</b> be certified. Certification must not be older than 3 months	9
		<b>Financial Accountant</b> 10 years relevant experience a financial accountant <u>and</u> relevant qualifications NQF level 8 or Higher <u>and</u> must be registered with SAICA	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. The CV must be accompanied by a copy of the qualifications and id copy, which <b>must</b> be certified. Certification must not be older than 3 months	7

	Total Points	Section 2 Probity Audit 30 Points		
Completed projects and References for provision of Probity Services	20	<b>REFERENCES FOR COMPLETED PROJECTS</b>		
		Five satisfactory project references for provision of probity audit services previously in a Local Municipality or Municipal Owned Entity	Points will only be allocated for having rendered the required services in a local municipality and or a Municipal Owned Entity	20
		Three to four satisfactory project references for provision of probity audit services previously in a Local Municipality or Municipal Owned Entity	<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 constructed works, the date completed and a comment of the level of satisfaction with the service.</b>	10
		One to two satisfactory project references for provision of probity audit services previously in a Local Municipality or Municipal Owned Entity	<b>If any of the required information is not contained in the reference then zero points will be awarded</b>	5
Variables	Total Points	Criteria	Description of criteria	Points
<p>Recourses for the Provision of Probity Audit Services</p> <p>The Probity Auditors must submit detailed CVs of the team that they intend to allocate for the probity audit assignments, demonstrating relevant qualifications, skills, expertise, and experience. Apart from the Director/Partner or Project Lead, there must be a minimum of 3 full-time team members on site as and when required.</p>	10			
		<p style="text-align: center;"><b>Project Lead</b></p> <p>Must have 8 years relevant management experience <u>and</u> must be CIA or CA(SA) registered</p>	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. The CV must be accompanied by a copy of the qualifications and id copy, which <b>must</b> be certified. Certification must not be older than 3 months	7
		<p style="text-align: center;"><b>Probity Auditor</b></p> <p>More than 3 years relevant experience in probity auditing and must have a minimum qualification in Bachelor of Commerce – Auditing, Accounting</p>	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. The CV must be accompanied by a copy of the qualifications and id copy, which <b>must</b> be certified. Certification must not be older than 3 months	3

	Total Points	Section 3 Risk Assurance 30 Points
--	--------------	---------------------------------------

Variables	Total Points	Criteria	Description of criteria	Points
Completed projects and References for the provision of Risk Assurance Services	10	<b>REFERENCES FOR COMPLETED PROJECTS</b>		
		Five satisfactory project references for having completed the provision of risk assurance services in a Local Municipality or Municipal Owned Entity	Points will only be allocated for having rendered the required services in a local municipality and or a Municipal Owned Entity	10
		Three to four satisfactory project references having completed the provision of risk assurance services in a Local Municipality or Municipal Owned Entity	<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 constructed works, the date completed and a comment of the level of satisfaction with the service.</b>	5
		One to two satisfactory project references for having completed the provision of risk assurance services in a Local Municipality or Municipal Owned Entity	If any of the required information is not contained in the reference then zero points will be awarded	2
Resources for Risk Assurance Services	20			
		<b>Business Risk Analyst</b> 10 years relevant experience as a Risk Analyst <u>and</u> relevant qualifications - NQF level 8 or Higher	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. The CV must be accompanied by a copy of the qualifications and id copy, which <b>must</b> be certified. Certification must not be older than 3 months	7
		<b>Procurement Law Attorney</b> 10 years relevant experience in the procurement law field <u>and</u> relevant qualifications - NQF Level 8 or higher and <b>Must</b> have fidelity insurance	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. The CV must be accompanied by a copy of the qualifications and id copy, which <b>must</b> be certified. Certification must not be older than 3 months	7
		<b>Forensic Investigator</b> 10 years relevant experience as a forensic investigator <u>and</u> relevant qualifications and <b>must</b> be registered as a Certified Fraud Examiner (CFE)	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. The CV must be accompanied by a copy of the qualifications and id copy, which <b>must</b> be certified. Certification must not be older than 3 months	6

### 6.3 Price and Empowerment

~~Having completed compliance checks, the procedure for the evaluation of compliant 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 specific goals as stated in the tender document. These scores are combined to determine an overall score for the tender. The tenderer with the highest score will be considered for acceptance.~~

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

#### **FORMULA FOR SCORING TENDER PRICE**

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

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

~~Where~~

~~$P_s$  = Points scored for comparative price of tender under consideration~~

$P_t$  = Comparative price of tender under consideration  
 $P_{min}$  = Comparative price of lowest acceptable tender  
X = Points assigned to price

**POINTS AWARDED FOR SPECIFIC GOALS**

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

The following table is applicable in terms of specific goals.

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

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

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

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## 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 :~~

~~for multi-disciplinary professional consultants/ service provider in instances where the number of projects exceed four projects over one 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:

**APPOINTMENT OF SERVICE PROVIDER FOR THE IMPLEMENTATION OF AN ECL MODEL IN TERMS OF THE REVISED GRAP 104 STANDARDS; THE PROVISION OF PROBITY AUDIT FOR PANELS AND TO PROVIDE RISK ASSURANCE SERVICES FOR THE JDA PANEL FOR A PERIOD OF 36 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 on 07 July 2026**

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 180 days .

Queries can be addressed in writing to:

Celestine Mouton

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

9. What is the enterprise's annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2021 to 30 June 2025 (excl. VAT):

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



---

**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** : .....

**COMPANY STAMP**

**ANNEXURE B : DECLARATION OF INTEREST**

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

- 
- 3.2 Identity Number: .....
- 3.3 Position occupied in the company (director, trustees, shareholder\*\*) .....
- 3.4 Company Registration Number: .....
- 3.5 Tax Reference Number: .....
- 3.6 VAT Registration Number: .....
- 3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
- 3.8 Are you presently in the service of the state\* **YES / NO**
- If yes, furnish particulars
- .....
- .....
- 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
- If yes, furnish particulars
- .....
- .....
- 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:		
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:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
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"/>
4.5	Was any of the bidder's 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:		
4.3.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

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

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

**ANNEXURE D : PARTICULARS OF CONTRACTS AWARDED NOT BY AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS  
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 - PROVISION OF ASSET MANAGEMENT HARDWARE, SOFTWARE AND SUPPORT FOR THE JDA FOR A PERIOD OF 36 MONTHS**

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

---

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

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

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

**B Bid Information**

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

**C Documents to be attached**

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

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

.....  
.....

Signature:.....

Date:.....

---

**ANNEXURE G: POPI ACT**

## **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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