



INVITATION TO QUOTE

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

ADVERT DATE: 08 October 2025

COMPULSORY CLARIFICATION DATE: 15 October 2025

VENUE: HECTOR PIETERSON MUSEUM & MEMORIAL 8287 Khumalo Rd, Orlando West, Johannesburg,

TIME: 12H00-13H00

CLOSING DATE: 22 October 2025

CLOSING TIME: 12H00

RFQ DESCRIPTION: RFQ – REVAMP OF COURTYARD AT HECTOR PIETERSON MUSEUM & MEMORIAL

RFQ NUMBER: JDA/DPF/R&M-Orlando/10/25

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

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

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

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

IMSCM Regulations: "in the service of the state" means to be –

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement
Contact Person: Mr Thapelo Kgaphola
Tel: 011 688 7851
E-mail: TKgaphola@jda.org.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Development Planning and Facilitation
Contact Person: Ms. Mmatsie Nene
Tel: 011 688 7810
E-mail: MNene@jda.org.za

PLEASE NOTE: SUBMISSIONS MUST BE SUBMITTED ON THE RFQ DOCUMENTATION ISSUED. RFQ 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

BID PRICE (**EXCLUDING VAT**)

15% **VAT**

TOTAL BID PRICE (**INCLUDING VAT**)

TOTAL BID PRICE in words

.....

.....

..... excluding Value Added Tax / including Value Added Tax (**please circle the relevant one**)

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

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 |
| • Walk in: | 48 Ameshhof Street, SAPPI Building, East Wing, 5 th Floor |
| • Social Media Pages: | Facebook (Group Forensic and investigation services GFIS) and Twitter (@cojgfs) |
| • 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

1. INTRODUCTION

The Johannesburg Development Agency (JDA) hereby requests experienced and reputable bidders to submit quotations for the revamp of courtyard at the Hector Pieterson Museum & Memorial on a once off period. This addition will benefit preparations for the G20 Summit, and will address long-standing problems and deficiencies with the existing display. The Memorial is declared a national monument and it is an iconic landmark in Soweto. It also forms part of the World Heritage Site application submitted by the national government, which awaits final evaluation. The site consist of cenotaph, the bolder, the fountain and the memorial park.

2. SCOPE OF WORK AND DELIVERABLES

The objective of the project is to complete the courtyard revamp within a month from date of appointment. The following remedial works are required :

1. Removal and disposal of Cobol stones on the upper and lower level of the court yard over the area size of 60.45m
2. Replace the lower and upper area with concrete plaster or slate tiles over area of 60.45 ensure area is evenly leveled.
3. Supply , install and engrave individual 494 names on blood red granite blocks. The individual granite blocks are to be mounted from date of dead of the victims.
4. Provide ten (10) outdoor plants in concrete paster pot plants that will complement the aesthetic of the courtyard and low maintenance .
5. Supply and install six (6) Outdoor Steel Anthracite 150cm benches to be place on the upper level of the courtyard and secure each benches.

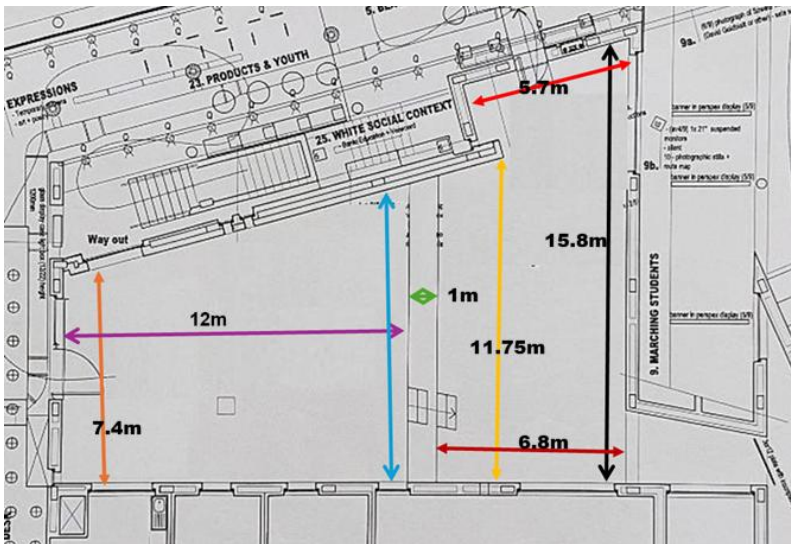


Image 1 : Courtyard dimensions



Image 2 : Court yard condition & granite slab



Image : 3 Bench Outdoor Steel Anthracite 150cm.



Image 4: Plant holders

3. RESOURCE REQUIREMENT

The appointed bidder will be required at the project inception , planning and implementation phase of the project to complete an Inception report that will outline the approach and methodology, roles and responsibilities/ resource allocation, work plan, project schedule, deliverables, project risk plan, and projected invoices.

3.1. Project Manager-Project Lead

The Project Manager to be appointed is required to be Professional registered with the South African Council for the Project and Construction Management Professions (SACPCMP) and to have the relevant skills, experience, and capacity to deliver the full scope of services within the required time frame.

The Consultant will 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 JDA and 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. OneDrive, Google Drive)

Deliverables: Project presentations, progress reports, invoices, minutes and agenda

Responsibility: Project Manager

3.2. Trades Man and Assistant

The Trades man and assistant to be appointed is required to be an accredited qualification in the construction field (Apprenticeships; Diploma or Degree and to have the relevant skills, experience, capacity and meet regulatory requirements of registration with the National Home Builders Registration Council (HBRC) to deliver the full scope of services within the required time frame. The Trades Man and Assistant will be jointly evaluated no pints will be allocated for one of the two professionals.

4. APPOINTMENT AND DURATION

The duration of the appointment period will be once off.

5. NOTES FOR PRICING

The basis for fee proposals is outlined in item 5.2 below.

This is followed by item 5.3 which applicants are required to take note of.

- 5.1** Tenderers are to complete all the items on the pricing table below and submit as part of their fee proposal to transfer or carry over the total fee to the "Offer" page correctly.

Failure to complete in full the pricing table and price as required will result in the tender being disqualified for non- compliance.

Detailed below is information upon which fees must be based on (refer to item 2 above for detailed scope of work).

This is followed by item number 5.3 which ALL applicants are required to take careful note of.

5.2 PRICING TABLE

No.	Description	Quantity	Amount (Excl. VAT)
1.	Removal and dispose Cobol stones on the upper and lower level of the court yard	60.45m	R
2.	Level the entire court yard with concrete material	60.45m	R
3.	Supply , install and engrave individual 494 names on blood red granite blocks. The individual granite blocks should be curated and mounted from date of dead of the victims.	494	R
4.	Supply ten outdoor plants in concrete paster pot plants that will complement the aesthetic of the courtyard. *The project manager to advise on the type of outdoor plants that are aesthetically pleasing , require little water and low maintenance.	10	R
5.	Supply and install X6 Outdoor Steel Anthracite 150cm benches to be place on the upper level of the courtyard and secure each benches.	60.45 m	R
6.	Project Manager	1	R
7.	Trades man	1	R
8.	Assistant Trades man	1	
9.	Inception report	1	R
10.	Progress report	2	R
11.	Handover and maintenance plan	1	R
Sub Total (Excl VAT)			
VAT @ 15%			
Total (Inc VAT)			

TOTAL FEE TO BE TRANSFERRED CORRECTLY TO THE OFFER PAGE

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 quoted amount.

Failing to price as required will result in the RFQ document being disqualified.

5.3 Notes

5.3.1 Tenderers must ensure that the final **TOTAL FEE** is correctly carried over to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services. **Failing to price as required will result in the RFQ submission being disqualified.**

5.3.2 Fees **must** include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.

5.3.3 It is the responsibility of the bidder to ensure that they have a local office within the geographical area of City of Johannesburg as the JDA will not be responsible for accommodation and travelling costs.

6. PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (**not to exceed 15 pages**) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the project successfully.

The report should **use the same item numbers as below** for the required sections of the report. The following information must be clearly spelt out:

- 6.1 **BRIEF** company background, lists of SIMILAR (outdoor refurbishment) projects (including client name, contact person, telephone number, value of the project, and the consulting fee value, nature of the project, required deliverables).
- 6.2 A copy of a valid SARS Tax Pin Compliant certificate. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.
- 6.3 No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.
- 6.4 A copy of the tenderer's latest municipal rates account in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements **will be accepted**.
- 6.5 An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. An EME must submit an 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.
- 6.6 An original letter from the tenderer's bank confirming account information.
- 6.7 Bidders are required to submit detailed quotations based on the required deliverables defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc. are to be **included** in the quotations.
- 6.8 A completed RFQ document with all sections filled in (references in the RFQ to other documentation attached will NOT be considered.)
- 6.9 The forms A to H annexed, must be scrutinized, completed in full and submitted together with your RFQ.

Failure to comply with the requirements in item 5 will result in tenderers been negatively scored for responsiveness or disqualified for non-compliance.

Note for consortium and joint ventures

- The items above are to be addressed and completed by **EACH** member of the consortium or joint venture.
- An agreement between all parties of the consortium or joint venture is to accompany the tender submission
- 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

7. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow

- Compliance
- Technical
- Price and Empowerment

7.1 Compliance

Bidders will be disqualified for:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page and the pricing table (i.e. priced, all registration numbers provided and signed);
- Bidders who failed to correctly transfer the total on the pricing table to the tender offer page;
- Bidders who do not provide a **valid** relevant CIDB certificate in General Building work (**2GB**);
- Bidders who did not provide a **valid** COIDA certificate;
- Bidders who submit fraudulent qualifications / trade certificates will be disqualified;
- Bidders whose quotation document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose quotation document has been received after the closing time;
- Bidders whose quotation 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 6 herein;
- Bidder who failed to attend the compulsory briefing session;
- Bidders who have any directors in the employment of the state;
- Bidders whose tax matters are not up to date;
- Bidders whose directors are having municipal accounts that are owing more than 90 days;
- Bidders who are not registered with the National Central Supplier Data Base;

7.2 Technical Assessment

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

- (i) key returnable documents and
- (ii) skills and capacity
- (iii) the experience of the company (i.e. General building maintenance).
- (iv) Contactable references

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

Total points **252**, Minimum points required **151,2 (rounded off to 151)** which is **60%**.

a) Submission / Assessment Checklist

(i) KEY RETURNABLE DOCUMENTS	Total Points	Criteria	Description of Criteria	Points
A	12	Original or Certified Copy of BBBEE Certificate	Points will only be allocated for key returnable documents submitted	N/A
		Company registration documents		N/A
		Current municipal account		N/A
		A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project.		N/A
		Certified copies of directors / partners identity documents		N/A
		MBD 6.2 with its annexed form C;D & E to be completed in full and signed and failure to do so, the bidder is disqualified		N/A
		Forms A to F completed in full and signed		12

(ii)SKILLS AND CAPACITY	Total Points	Criteria	Description of criteria	Points
B1 Experience of proposed key personnel. Detailed CVs Proven track record on the curriculum vitae of key team members	50	Skilled Tradesman: 5 - 8 years' experience	If <u>any</u> of the following information is not provided, zero points will be awarded: •CV's provided must be as per the resources recorded on the organogram •CV's must clearly show experience relevant to the project	50
		Assistant Tradesman: 1-4 years' experience		30
B2 Copies of qualifications are required for the proposed team members	40	Tradesman in possession of qualification(s)(N6 or higher) and trade test certificates (Electrical, Plumbing and Building maintenance)	Points will only be allocated for proposed team members with the relevant required qualifications	35
		Assistant to Tradesman: In possession of Trades test certificate in either Electrical, plumbing, or general building maintenance (Proof of applicable qualification for the above).	Points will only be allocated for proposed team members with the specified qualifications and certification. If no proof of qualifications or certification is provided, zero points will be awarded Note that any fraudulent qualification submitted will amount to disqualification.	5
B3 (A) Experience of the capability of proposed team member (Project Manager / Lead) Detailed CVs Proven track record on the curriculum vitae of key team members	30	5 or more years of experience in project manager	Points will only be allocated for proposed team member with the relevant experience	30
		3-4 years of experience in project manager		20
		1-2 years of experience in project manager		10

B3 (B) Qualifications of the Capability of proposed team member (Project Manager / Lead)	20	Degree or Higher in Project Management	<p>Certified copies of Qualifications should be included in the bidder's submission. (Complete annexure G&H)</p> <p>Points will only be allocated for proposed team member with the specified qualification.</p> <p>If no proof of qualifications or certification is provided, zero points will be awarded Note that professional memberships for the junior or assistant resources are not required.</p>	20
(iii) COMPANY EXPERIENCE	Total Points	Criteria	Description of criteria	Points
C Company Experience and Track record for Building repairs and maintenance	50	Five or more projects completed	Points will only be allocated for experience in similar projects listed in Annexure D in the RFQ document and supported by the below reference letters.	50
		Three to four projects completed		30
		One to two projects completed	Project information contained elsewhere in the tender submission will not be considered.	10
(iv) Contactable references	Total Points	Criteria	Description of criteria	Points
D Contactable reference (on client letter head) for Building and maintenance services	50	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in Annexure D	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references	<p>References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered in order to obtain the points.</p> <p>If any of the required information does not appear in the reference, zero points will be awarded.</p>	10

7.3 Price and Empowerment

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

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.

Price shall be scored as formula under 7.3

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

- (a) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{min} = Price of lowest acceptable tender.

- (b) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.
- (c) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- (d) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points

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.

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System

The specific goals allocated points in terms of this tender	Number of points allocated (80/20)	Evidence
Business owned by 51% or more - Black People	5	CSD, Valid BBBEE Certificate / Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate
Business owned by 51% or more – Black Youth	10	CSD, Valid BBBEE Certificate / Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate.
SMME (QSE or EME)	5	CSD, Valid BBBEE Certificate / Affidavit Sworn under oath
Total Points	20	Failure to attach evidence will lead to scoring zero points

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.

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

Notes:

- 8.5.1 "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 Code 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).
- 8.5.2 Tenderers must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by
- able is applicable in terms of specific goal.
- registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.
- 8.5.3 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.
- 8.5.4 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.
- 8.5.5 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.
- 8.5.6 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.
- 8.5.7 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.
- 8.5.8 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

9. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words **"RFQ-REVAMP OF COURTYARD AT HECTOR PIETERSON MUSEUM & MEMORIAL "** must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown, 2000 only between the hours of 08H00 and 17H00.

The RFQ closes at 12h00 on 22 October 2025.

NO E-MAILED/ 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 RFQ submission and no correspondence will be entered into.

Queries can be addressed in writing to: Mmatsie Nene
E-mail: MNene@jda.org.za

Tender Validity is 90 days

ANNEXURE A: BUSINESS DECLARATION

Tender/RFQ Number:

Tender/RFQ Description:

Name of Company:

Contact Person:

Postal Address:

.....

Physical Address:

.....

Telephone Number:

Fax Number:

Cell Number:

E-mail Address:

Company/enterprise Income

Tax Reference Number :

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

VAT Registration Number:

Company Registration Number:

1. Type of firm

☐ Partnership

☐ One person business/sole trader

☐ Close corporation

☐ Public company

☐ Private company

(Tick one box)

2. Principal business activities

.....

.....

.....

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

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

.....

.....

.....

5. Did the firm exist under a previous name?

☐ Yes

☐ No

(Tick one box)

If yes, what was its previous name?

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

Full Time :

Part Time :

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

Full Time :

Part Time :

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

R Year:

R Year:

R Year:

9. List all contracts of similar nature 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 authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

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

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

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

BANK :
BRANCH :
BRANCH CODE :
ACCOUNT NUMBER :
ACCOUNT HOLDER :
TYPE OF ACCOUNT :
CONTACT PERSON :
CONTACT NUMBER :

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

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company, affirms that the information furnished in response to this request for proposal is true and correct:

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

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 possibleallegations 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/adjudicatingauthority.
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 identitynumbers 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 oradjudication 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 ofthis company have any interest in any other related companies or businesses whether or notthey are bidding for this contract?

YES / NO

If yes, furnish particulars

.....
.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

** "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
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"/>
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE D - 1: PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE* DURING THE LAST 5 YEARS**

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

EMPLOYER	CONSULTANT	SIMILAR NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

ANNEXURE D - 2: PARTICULARS OF CONTRACTS AWARDED BY NOT AN ORGAN OF STATE*** DURING THE LAST 5 YEARS
cont.

EMPLOYER	CONSULTANT	SIMILAR 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

RFQ-REVAMP OF COURTYWARD AT HECTOR PIETERSON MUSEUM & MEMORIAL

ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

RFQ-REVAMP OF COURTYWARD AT HECTOR PIETERSON MUSEUM & MEMORIAL

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:

(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: ORGANOGRAM (COMPULSORY) **THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 7.1 HEREIN**

The service provider shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 7.1 herein.

TABLE 1: Trades Man

Key Resource Information	
Designation:	
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	

TABLE 2: Assistant Trades Man

Key Resource Information	
Designation:	
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	

TABLE 3: Project Manager/ Lead

Key Resource Information	
Designation:	
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 relevantQualification	
Professional Registration Body /Institution	
Date of Professional Registration	
Professional Registration Number	

ANNEXURE H – JDA CV TEMPLATE TO BE COMPLETED BY THE BIDDER (COMPULSORY)

1. Tradesman		
FULL NAME AND SURNAME		
TITLE (e.g., Ms./Mr./Dr/Prof)		
PROFESSIONAL QUALIFICATIONS (Certificats , Degrees, Diplomas, etc)	YEAR OBTAINED	CERTIFIED ACADEMIC CERTIFICATE MUST BE ATTACHED AND LISTED
CURRENT EMPLOYER		
CURRENT ROLE/TITLE		
NO. OF Yrs AND Mnths SERVED		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 1		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 2		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 3		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
<p>***</p> <p>PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE ***</p>		

2. Project Manager/ Lead		
FULL NAME AND SURNAME		
TITLE (e.g., Ms./Mr./Dr/Prof)		
PROFESSIONAL QUALIFICATIONS (Certificats , Degrees, Diplomas, etc)	YEAR OBTAINED	CERTIFIED ACADEMIC CERTIFICATE MUST BE ATTACHED AND LISTED
CURRENT EMPLOYER		
CURRENT ROLE/TITLE		
NO. OF Yrs AND Mnths SERVED		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 1		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 2		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 3		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
<p>***</p> <p>PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE ***</p>		

Form B14: 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?

JDA

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

JDA

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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