



City of Johannesburg  
Johannesburg Development Agency

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## INVITATION TO QUOTE

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### REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

**ADVERT DATE:** 16 MARCH 2026

**NON COMPULSORY BRIEFING SESSION:** 19 MARCH 2026

**VENUE:** MUSEUM AFRICA, 121 LILIAN NGOYI ST, NEWTOWN, JOHANNESBURG, 2033

**TIME:** 11H00-12H00

**CLOSING DATE:** 24 MARCH 2026

**CLOSING TIME:** 12H00

**RFQ DESCRIPTION:** RFQ – CONSERVATION OF SELECTED MUSEUM ARTEFACTS FOR A PERIOD OF 3 MONTHS

**RFQ NUMBER:** DPF/ARTEFACTS/03/2026

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)

\*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 7800

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

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Department:** Development planning and Facilitation  
**Tel:** 011 6887810

**Contact Person:** Ms. Mmatsie Nene  
**E-mail:** [MNene@jda.org.za](mailto: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.**

RFQ – CONSERVATION OF SELECTED MUSEUM ARTEFACTS FOR A PERIOD OF 3 MONTHS

**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 .....

SUB TOTAL BID PRICE..... Excluding Value Added Tax

15% VAT .....

TOTAL BID PRICE..... Including Value Added Tax

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 .....

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

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**ANNEXURES**

- A : Business Declaration
- B : Declaration of Interest
- C : Declaration of Past SCM Practices
- D : Particulars of Contracts Awarded by an Organ of State
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- F : Declaration on State of Municipal Accounts
- G : POPI Act

**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 (@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 invites quotations from suitably qualified, skilled, and experienced professional service providers to undertake remedial conservation work on preselected museum items for a period of three (3) months.

The scope of work entails carrying out the necessary remedial interventions by appropriately qualified conservation specialists to ensure the proper conservation, preservation, and protection of identified artefacts. The objects requiring conservation include materials composed of clay, textile, paper, iron, wood, and leather.

Service providers are required to perform the conservation work within the museum's normal operational hours, which are Monday to Sunday. Interested bidders must demonstrate relevant expertise in heritage conservation, material-specific conservation techniques, and the handling of culturally significant museum artefacts.

## 2. SCOPE OF WORK AND DELIVERABLES

### 2.1.1 Clay human figurines

These are the famous Sam Makoanyane a collection from the Cultural History collection in the Museum . The items are incredibly sensitive and made from clay. The artefacts have cracks and broken parts, seated figurines have detached limbs and feet as well as their clay weapons, a heritage conservator specializing in ceramics or clay is required to carry out the remedial work of 10 (Ten) 12cm x 3cm Clay human figurines cleaning the pieces, using a suitable adhesive (such as epoxy or specialized clay glue), filling gaps with fresh clay or filler, sanding, and painting to match the original.

*\*All the conserved items should be in their authentic state of post conservation without adding foreign tools.*





Image 1 : illustration of damages Clay human Figurine

### 2.1.2 Guns and Swords

The Guns and Swords collection comprise of steel , aluminium wood support has suffered from rust and the bags are affected by mold. Removal of rust and mold required by a professional metal conservator is a prerequisite. Furthermore it is a prerequisite that the gun conservator needs to comply with the gun handling national regulations. **The following compliance certificates should be produced before restoration work begins on the guns:**

- a) Knowledge of the Firearms Control Act, 2000(Act No. 60 of 2000)**
- b) Handle and use a Handgun.**
- c) Handle and use a self-Loading Rifle or Carbine**
- d) Handle and use a Manually operated Rifle or Carbine**
- e) Handle and use a shotgun**

The quantity and type of guns are as follows :

- a.) Guns
  - Revolvers – 31
  - Pistols – 15
  - Rifles – 142
  - Rifle Bags – 142

The following remedial works are required by not limited to :

- washing gun bags
- gun vault requires fumigation and repainting to avoid recurrent mold
- Conservation of the guns and swords needs to be accompanied with fumigation of the gun and storage vault.

#### b.) Swords

- Swords – 50
- Daggers – 2
- Bayonets – 3
- Knives – 2
- Machete – 1



Figure 2 Rusted Gun, Rusted Sword

### 2.1.3 Chairs and Benches

A professional with a background on Art History and Furniture Design with knowledge of antique furniture restoration is required for the Frascatis and Joburg First Exhibition chairs seats and benches which requires leather upholstery repair without losing the authentic look of the leather and wood. The 41 wooden chairs range from 1 seater, 2-seater and 3/4-seater and King size mayoral chair required repairs on broken legs , wove strings where applicable and leather upholstery.



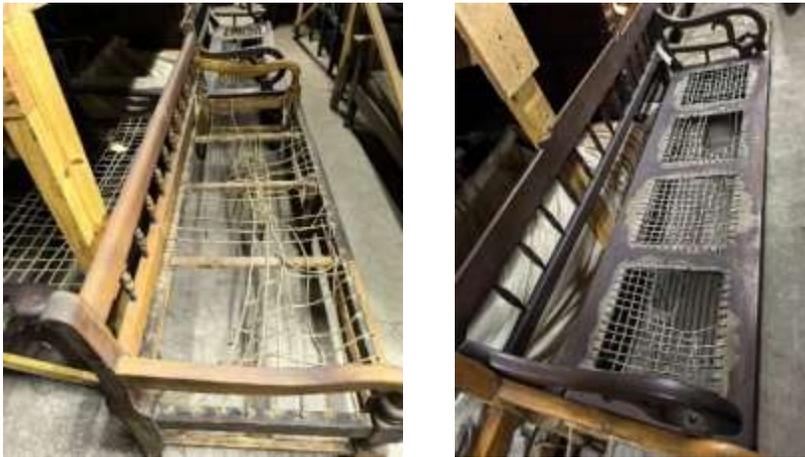


Figure 3 Chairs and benches

### 2.1.4 Mannequins

Ten (10) mannequins are cracked and chipped and require professional restoration. The mannequin conservator must have a background in fashion and visual merchandising to repair 1.8m female and male mannequins. The mannequins are developed by plastic material and in different color shades which have broken heads ,thumbs and heads.



Figure 4

Mannequins

### 2.1.5 Image collection

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This collection requires strictly a paper conservator specializing in restoration of original images. The following table indicates the conservation of twenty-four (24) image collection that requires remedial work.

No.	MEDIUM	SIZE	Accession Number	ESTIMATED CONSERVATION WORK REQUIRED
1.	Oil on canvas	69 x 50 cm	MA1965-4213	Small torn canvas <b>Damage level: Not Critical</b>
2.	Oil on canvas	63 x 46 cm	MA1035	Frame corners needs to be fixed. <b>Damage level: low</b>
3.	Water color	71 x 56 cm	MA1988-7	Frame requires attention <b>Damage level: high</b>
4.	Sepia print	60,9 x 90,1 cm	MA1967-1409	Requires a new frame for the protection of the artwork. <b>Damage level: critical</b>
5.	Oil on canvas	97 x 82 cm	MA1968-2669	The frame of the artwork if damaged and the canvas has a small hole damage which needs to be fixed. <b>Damage level: critical</b>
6.	Diploma	60 x 44 cm	MA1966-1215	Severe water damage along the bottom 5-10cm of painting. The artwork has mould which we manage to dry to avoid further damage. The mould needs to be cleaned. The frame is loose and needs to be fixed. <b>Damage level: high to critical</b>
7.	Diploma	60 x 44 cm	MA1966-1214	Severe water damage. The artwork has mould which we manage to dry to avoid further damage. The mould needs to be cleaned. The glass of the artwork is broken and needs to be changed. <b>Damage level: high to critical. Damage level: high to critical</b>
8.	Diploma	60 x 44 cm	MA1966-1216	Severe water damage along the bottom 5-10cm of painting. The artwork has mould which we manage to dry to avoid further damage. The mould needs to be cleaned. The frame is loose and needs to be fixed. <b>Damage level: high to critical</b>
9.	Oil on canvas	97 x 79cm	MA1965-4200	The painting less affected by mould and the acid free paper at the back needs to be changed. <b>Damage level: low</b>
10.	Paper; illuminated address	58 x 44cm	MA1984-729	Shrink-ed paper due to high moist. Mould has developed and needs to be cleaned. Back paper of the painting needs to be replaced <b>Damage level: high</b>

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11.	Paper; Grant Coat of Arms	57x 57 cm	MA1949-777	Shrink-ed paper due to high moist/ water. Mould has developed and needs to be cleaned. Back of the painting is wood and needs to be cleaned and varnished. <b>Damage level: medium to high</b>
12.	Paper; illuminated address	75 x 62 cm	MA1984-730	Dry mould on the painting and on the back cover (paper) needs to be removed and possibly change the acid free back cover . <b>Damage level: medium</b>
13.	Oil on wood panel	62 x 72cm	MA1987-218	Mould has develop at on the wooden back cover of the painting. Surface clean, varnish removal and re-varnish to remove mould. <b>Damage level: medium</b>
14.	Water color	115 x 90cm	MA1959-259	Overall surface covered by dry Mould. Some staining. varnish removal and re-varnishing the back wood cover. <b>Damage level: Very high</b>
15.	Oil on canvas Portrait	110 x 90 cm	MA4251	Overall surface covered by dry Mould which need to be removed and the painting restored. <b>Damage level: Critical</b>
16.	Oil on canvas	71 x 91 cm	MA1965-3420	Damaged glass needs to be replaced <b>Damage level: medium</b>
17.	Water color	69 x 87 cm	MA1131	Loose frame needs to be fixed, lifting paint layer and flaking <b>Damage level: high</b>
18.	Water color	70 x 54 cm	MA1976-1531	Damaged frame and broken glass. <b>Damage level: high to critical</b>
19.	Water color	96 x113 cm	<b>No accession number</b>	Less Mould on the artwork needs to be removed <b>Damage level: medium</b>
20.	Oil on canvas	55 x 42 (framed)	MA1965-1744	Damaged canvas and a broken frame glass <b>Damage level: high to critical</b>
21.	Water color	67 x 48 cm (framed)	Ma1956-517	Loose frame to be fixed <b>Damage level: medium</b>
22.	Water color	60 x 42cm	MA2007-11993	Frame glass broken, needs to be replaced layer. <b>Damage level: medium to high</b>
23.	Oil on canvas	72 x 84cm	M1958-485	Broken frame glass and a torn canvas. <b>Damage level: Medium</b>
24.	Water color	47 x 59cm	MA1954-318	Minor damages on the frame. <b>Damage level: Low</b>
25.	Water color	51 x42	MA479	Loosen corners of the frame needs to be fixed <b>Damage level: Medium</b>

Table 1:

### 2.1.6 Capacity building

Bidders will be required to use this project to mentor a minimum of two interns from the beginning up to handover of the project. Based on this, bidders are required to include in their proposal a structured mentoring program that will enable the employment and training of interns to obtain professional experience in their respective fields. When costing their proposals, bidders must take into consideration this compulsory training requirement. Bidders should note that the JDA takes this task very seriously and they will not be exempted from providing this training.

A clear plan with milestones on how the bidder will provide this training must be included in the Inception report. Training reports must be prepared and submitted after each training milestone has been completed. The extent of the training to be provided will be monitored closely by the JDA and if need be, changes to the training plan can be introduced at any stage if the successful bidder or intern/s does not perform to the required standard. The details of this training will be discussed with the JDA at project inception. The bidder is expected to provide the salary for the temporary employment of the interns. All other associated costs (laptops, phone, travelling, etc.) with the temporary employment, should be included in the overall project management costs of the project of the bidder. **Deliverables: Capacity Building Plan, Monthly and Final Capacity Building Reports.**

## 3. RESOURCES

The following resources are required to have the relevant skills, experience and capacity to deliver the full scope of services within the required time frame. The following specialist resources required are :

1. Heritage conservator specializing in ceramics/clay.
2. Metal conservator with a certified and valid compliance certificates which should be submitted in response to the bid restoration work begins on the guns.
3. Art History and Furniture Designer with knowledge of antique furniture restoration
4. Mannequin conservator
5. Paper conservator specializing
6. Project Manager - Project Lead

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

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- 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)

*The successful bidder is required to ensure that the professional team is experienced in conserving the forementioned artefacts . The professionals and their input will have to be managed by the Project Manager*

**4. DURATION**

This project will be carried out within a maximum period of 3 months.

Milestone	Date
1. RFQ publication	1 week
2. RFQ closure	1 week
3. Awards completed	1 Weeks
4. Implementation of scope of work	14 weeks
5. Maintenance plans of artworks and project Handover Report	1 weeks

Table 2: Project Milestones

**5. NOTES AND PRICING FOR SUBMISSION OF QUOTES**

All submitted quotations will be subject to a test for responsiveness in which the technical abilities of the consultant will be checked against the project requirements. Responsive quotations will be evaluated based on the preferential procurement method, an 80/20 system with 80 points for price and 20 points for BBBEE.

The following additional documents must be submitted with the quote

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.**

**5.1. 2 The Service Provider must provide the following information:**

- Company Profile overview that reflects the relevant experience in restoring / conserving artefacts
- Company Experience Reference Letters. At least 3 contactable reference letters from previous clients as evidence of previous related work for conservation of artefacts successfully completed.
- Demonstrate experience in .
- Capabilities and competencies of the resources required on the project and number of years’ experience in conservation.

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

**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.**

**5.2 Notes**

- 5.2.1** Tenderers must ensure that the final **PRICING TABLE TOTAL FEE** is correctly carried over to the “offer” page. The total value recorded as total of pricing table must be the same as the one recorded on the offer page, which will be regarded as the quoted amount to render services.
- 5.2.2** **Failing to price as required will result in the RFQ submission being disqualified.**
- 5.2.3** Fees **must** include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 5.2.4** 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.
- 5.2.5** That the RFQ is issued out in line with POPI Act.
- 5.2.6** That the RFQ shall be evaluated in accordance with PPR 2022
- 5.2.7** Bidders are to factor in a fixed pricing for the duration of the appointment.

**6 PRICING TABLE**

No.	Description	Quantity	Amount (Excl. VAT)
1.	Restoration of 12cm x 3 cm Clay Human Figurines	10	R
2.	Removal of rust and mold from guns	188	R
3.	Washing and drying of rife bags	142	R
4.	Restoration of ten (10) 1.8m cracked and chipped mannequins	10	R
5.	Conservation of various image collections		
5.1	Oil on canvas 69 x 50 cm	1	R
5.2	Oil on canvas 63 x 46 cm	1	R
5.3	Water color 71 x 56 cm	1	R
5.4	Sepia print 60,9 x 90,1 cm	1	R

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5.5	Oil on canvas 97 x 82 cm	1	R
5.6	Diploma 60 x 44 cm	3	R
5.7	Oil on canvas 97x 79 cm	1	R
5.8	Paper; illuminated address 58 x 44cm	1	R
5.9	Paper; Grant Coat of Arms 57 x 57 cm	1	R
5.10	Paper; illuminated address 75 x 62cm	1	R
5.11	Oil on wood panel 62 x 72cm	1	R
5.12	Water color 115 x 90 cm	1	R
5.13	Oil on canvas portrait 110 x 90 cm	1	R
5.14	Oil on canvas 71 x 91 cm	1	R
5.15	Water color 69 x 87 cm	1	R
5.16	Water color 70 x 54cm	1	R
5.17	Water color 96 x 113 cm	1	R
5.18	Oil on canvas 55 x 42 framed	1	R
5.19	Water color 67 x 48 cm framed	1	R
5.20	Water color 60 x 42 cm	1	R
5.21	Oil on canvas 72 x 84 cm	1	R

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5.22	Water color 47 x 59 cm	1	R
6.	Heritage conservator specializing in ceramics/clay.	1	R
7.	Metal conservator with a certified and valid compliance certificates which should be submitted in response to the bid restoration work begins on the guns.	1	R
8.	Art History and Furniture Designer with knowledge of antique furniture restoration	1	R
9.	Mannequin conservator	1	R
10.	Paper conservator specializing	1	R
11.	Inception report	1	R
12	Progress report	2	R
13.	Handover and maintenance plan	1	R
<b>Subtotal</b>			
<b>VAT @ 15%</b>			
<b>Total (Including VAT)</b>			

The total price to be correctly transferred to the offer page, and failure to do that, bidders will be disqualified including no quoting / pricing all item correctly.

### 6.1. PRESENTATION OF QUOTATIONS

The following information must be clearly spelt out:

- 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.
- No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.
- 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**.
- An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. An EME must submit an affidavit confirming the following:

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- 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.
- An original letter from the tenderer's bank confirming account information.
  - 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.
  - A completed RFQ document with all sections filled in (references in the RFQ to other documentation attached will NOT be considered.)
  - The forms **A** to **G** annexed, must be scrutinized, completed in full and submitted together with your RFQ.

**Failure to comply with the requirements in item 2 and 3 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 Specific Goals
- Risk tolerance.

### **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, Or the contract was terminated.
- 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 transfer correctly the amount from the pricing table to the offer page;
- Bidders whose quotation document has been completed in pencil;
- Bidders whose documents have 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 have any directors in the employment of the state;
- Bidders whose tax matters are not up to date;

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- Bidders whose directors have municipal accounts that are owing more than 90 days;
- Bidders who are not registered with the National Central Supplier Database;

**7.2 Technical Criteria**

Total points = 100

Cut off is 70 points (which is 70% of 100)

Technical Criteria	Scoring	Points
<p><b>Company Profile</b></p> <p>Bidders must submit a company profile and overview that reflects the following: Experience restoration of Heritage artefacts</p>	<p>Company profile attached = 10 points</p> <p>No company profile attached = 0</p>	<p>10</p>
<p><b>Company Experience: Reference Letters</b></p> <p>Contactable reference letters from previous clients as evidence of previous <b>related</b> restoration in artefacts.</p> <p><b>NB:</b> The Reference Letter(s) must not be older than 5 years, must be on the letterhead of the previously serviced client, and should reflect at least the name of the client, title of the related work conducted, year(s) conducted and completed, contactable reference name and contact details, and signed by the appropriate delegate. The Reference Letter should indicate the quality of the service rendered. <b>If any of these is not reflected on the letter then zero points will be awarded</b></p>	<p>Evidence in the form of a reference letter indicating that they have worked</p> <p>3 letters attached and more = 30 points</p> <p>2 letters attached = 20 points</p> <p>1 letter attached = 10 points</p> <p>No reference letters attached = 0</p>	<p>30</p>
<p><b>Capabilities and competence of the Heritage conservator specializing in ceramics/clay.</b></p> <p>CV of the Heritage specialist must demonstrate 3-5 years' experience in restoring ceramic / clay accompanied by a certified qualification. Uncertified qualifications certificates <b>will not be</b> accepted as authentic. Foreign qualifications must be accompanied by a SAQA evaluation. Certification may not be older than <b>6 months</b> before submission.</p>	<p><b>Qualifications</b></p> <p>Tertiary qualification degree in conservation specializing in clay and or a skilled Ceramicist At least 3 years of experience conserving ceramic / clay artefacts</p>	<p>10</p>
<p><b>Capabilities and competence of the Metal conservator</b></p> <p>CV of the Metal specialist must demonstrate 5-10 years' experience in metal restoration / gunsmith.</p> <p>The gun conservator needs to comply with the gun handling national regulations</p> <p><b>The following compliance certificates should be produced before restoration work begins on the guns:</b></p> <p><b>a) Knowledge of the Firearms Control Act, 2000(Act No. 60 of 2000)</b>  <b>b) Handle and use a Handgun.</b>  <b>c) Handle and use a self-Loading Rifle or Carbine</b></p>	<p><b>Qualifications</b></p> <p>Tertiary qualification in Further Education and Training Certificate (FETC) in Firearms Maintenance (NQF Level 4): (This is a 130-credit qualification covering safety, cleaning, and maintenance.)</p> <p>the qualification must be certified. Uncertified qualifications certificates <b>will not be</b> accepted as authentic. Certification may not be older than <b>6 months</b> before submission. Foreign qualifications must be accompanied by a SAQA evaluation.</p>	<p>20</p>

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<p><i>d) Handle and use a Manually operated Rifle or Carbine</i>  <i>e) Handle and use a shotgun</i></p>	<p><b>Accredited Training Providers:</b> Training must be done through providers accredited by the Professional Firearms Trainers Council (PFTC) and/or SASSETA (<b>Professional certificate must certified and valid</b>)</p> <p>At least 5-10 years of experience in metal conservation. CV , qualifications must be accompanied by the listed compliance certificates to obtain full points.</p>	
<p><b>Capabilities and competence of Furniture Designer with knowledge of antique furniture restoration</b></p> <p>CV of the Art History and /or furniture designer / making specialist must demonstrate 3-5 years' experience in furniture making .</p>	<p><b>Qualifications</b></p> <p>A minimum of National Certificate in Furniture-Making (Wood/Metal).</p> <p>the qualification must be certified. Uncertified qualifications certificates <b>will not be</b> accepted as authentic. Certification may not be older than <b>6 months</b> before submission. Foreign qualifications must be accompanied by a SAQA evaluation.</p>	<p>10</p>

**RFQ – CONSERVATION OF SELECTED MUSEUM ARTEFACTS FOR A PERIOD OF 3 MONTHS**

<p><b>Capabilities and competence of Mannequin conservator restoration</b></p> <p>CV of the Mannequin conservation must demonstrate practical gained experience in Volunteering or interning at a museum, archive, or with a private conservator. <b>Specialise:</b> Focus on objects, sculptures, or contemporary materials, which are relevant to mannequin preservation.</p>	<p><b>Qualifications</b></p> <p>Minimum degree in fine arts, art history, chemistry, or archeology</p> <p>the qualification must be certified. Uncertified qualifications certificates <b>will not be</b> accepted as authentic. Certification may not be older than <b>6 months</b> before submission. Foreign qualifications must be accompanied by a SAQA evaluation.</p> <p>At least 5-10 years of experience restoring or furniture making.</p>	<p>10</p>
<p><b>Capabilities and competence of Paper conservator specializing</b></p> <p>CV of the Paper conservation must demonstrate practical gained experience as a paper conservator specializing in paintings (or more commonly, <b>Works of Art on Paper</b> such as prints, drawings, and watercolors). Paper conservators must focus on applying chemistry to reserve degradation in paper-based materials, focusing on neutralizing acids, strengthening fibers, and removing stains.</p>	<p><b>Qualifications</b></p> <p>A minimum of bachelor's degree in art history, chemistry, studio art, or a related field is necessary as a prerequisite for graduate studies</p> <p>the qualification must be certified. Uncertified qualifications certificates <b>will not be</b> accepted as authentic. Certification may not be older than <b>6 months</b> before submission. Foreign qualifications must be accompanied by a SAQA evaluation.</p> <p>At least 5-10 years of experience restoring paintings</p>	<p>10</p>

**6.1 Price and Preferential Goals**

**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.

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

**RFQ – CONSERVATION OF SELECTED MUSEUM ARTEFACTS FOR A PERIOD OF 3 MONTHS**

Awards UP TO R50 mil (VAT Inclusive)

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence
Business owned by 51% or more – <b>Black People</b>	<b>5</b>	<ul style="list-style-type: none"> <li>• Valid BBBEE certificate / Affidavit Sworn under oath</li> <li>• Company Registration Certification</li> <li>• Certified copy of ID of owners of the business and shareholders certificate</li> </ul>
Business owned by 51% or more - <b>Women</b>	<b>10</b>	<ul style="list-style-type: none"> <li>• Valid BBBEE Certificate/ Affidavit Sworn under oath</li> <li>• CSD report</li> </ul>
SMMEs (An EME or QSE)	<b>5</b>	<ul style="list-style-type: none"> <li>• Valid BBBEE Certificate/ Affidavit Sworn under oath</li> <li>• CSD report</li> </ul>
Total Points	<b>20</b>	<b>Failure to attach evidence will lead to scoring zero points</b>

**6.2 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 or the total value of contracts awarded to a single contractor/service provider in a particular year, financial capability to undertake the project such as working capital required, poor performance on previous projects, available resources for the project, unduly high or unduly low tendered rates, significant arithmetical errors and omissions in the tender offer.

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.

Risk exposure identified as being excessive for multi-disciplinary professional consultants/ service provider in instances where the number of projects exceed four projects over one financial year.

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 words **“RFQ – CONSERVATION OF SELECTED MUSEUM ARTEFACTS FOR A PERIOD OF 3 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 known as President) and Newtown, 2000 only between the hours of 08H00 and 17H00.

**The RFQ closes at 12h00 on 24 March 2026**

**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.

Unsuccessful bidders will have the opportunity to query the award within 14 working days of the publication of the successful bidder on the JDA website.

Tender validity is 90 days.

Queries can be addressed in writing to:

Mmatsie Nene

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

**ANNEXURE A: BUSINESS DECLARATION**

**Tender/RFQ Number:** .....

**Tender/RFQ Description:** .....

**Name of Company:** .....

**Contact Person:** .....

**Postal Address:** .....

.....

**Physical Address:** .....

.....

**Telephone Number:** .....

**Fax Number:** .....

**Cell Number:** .....

**E-mail Address:** .....

**Company/enterprise Income**

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

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

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

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

**1. Type of firm**

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

(Tick one box)

**2. Principal business activities**

.....  
.....  
.....

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

**RFQ – CONSERVATION OF SELECTED MUSEUM ARTEFACTS FOR A PERIOD OF 3 MONTHS**

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)

RFQ – CONSERVATION OF SELECTED MUSEUM ARTEFACTS FOR A PERIOD OF 3 MONTHS


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 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

.....  
.....



**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. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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RFQ – CONSERVATION OF SELECTED MUSEUM ARTEFACTS FOR A PERIOD OF 3 MONTHS

4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date



ANNEXURE D - 2: PARTICULARS OF PREVIOUS 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 – CONSERVATION OF SELECTED MUSEUM COLLECTIONS FOR A PERIOD OF 3 MONTHS****ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**“RFQ – CONSERVATION OF SELECTED MUSEUM COLLECTIONS FOR A PERIOD OF 3 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:

---

(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.

**RFQ – CONSERVATION OF SELECTED MUSEUM COLLECTIONS FOR A PERIOD OF 3 MONTHS**

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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

**RFQ – CONSERVATION OF SELECTED MUSEUM COLLECTIONS FOR A PERIOD OF 3 MONTHS**

**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**

**RFQ – CONSERVATION OF SELECTED MUSEUM COLLECTIONS FOR A PERIOD OF 3 MONTHS**

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**ANNEXURE G – POPI ACT**

**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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