



## INVITATION TO BID

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

**ADVERT DATE:** 20 MARCH 2024

**COMPULSORY BRIEFING MEETING DATE:** 26 MARCH 2024 **VENUE:** JDA BUS FACTORY OFFICES **TIME:** 11H00 – 11H00

**CLOSING DATE:** 09 APRIL 2024

**CLOSING TIME:** 12H00

**BID DESCRIPTION:** RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTANTS TO COMPLETE A STRATEGY FOR THE INTRODUCTION OF ALTERNATIVE ENERGY USE FOR ROAD-BASED TRANSPORT WITHIN THE CITY OF JOHANNESBURG FOR 12 MONTHS

**BID NUMBER:** JDA/AE/003/2024

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

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

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

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

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

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

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

**Department:** Procurement  
**Tel:** 011 688 7851

**Contact Person:**  
**Fax:** 011 688 7899

**Siya Gcobo**  
**E-mail:** [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)

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

**Department:** Development Facilitation  
**Tel:** 011 688 7815

**Contact Person:**  
**Fax:** 011 688 7899

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

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

# OFFER

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

NAME OF BIDDER .....

BID DESCRIPTION .....

.....

.....

BID NUMBER .....

POSTAL ADDRESS .....

.....

.....

STREET ADDRESS .....

.....

.....

CONTACT PERSON .....

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

CELLPHONE NUMBER .....

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

E-MAIL ADDRESS .....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER .....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

TOTAL BID PRICE..... **Inclusive of Value Added Tax**

TOTAL BID PRICE in words .....

.....

.....

..... **Inclusive of Value Added Tax**

SIGNATURE OF BIDDER .....

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

DATE .....

**To all our stakeholder**

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

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees. To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption. The City took a decision to centralized the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent bidders.

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

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

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

- Toll free number.....0800 002 587
- Toll free Fax .....0800 007 788
- SMS (charged @ R1.50).....32840
- Email Address:.....anticorruption@tip-offs.com
- Web site:.....www.tip-off.com
- Free post:.....Free post, KNZ 138, Umhlanga, 4320



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

# JOHANNESBURG DEVELOPMENT AGENCY

RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTANTS TO COMPLETE A STRATEGY FOR THE INTRODUCTION OF ALTERNATIVE ENERGY USE FOR ROAD-BASED TRANSPORT WITHIN THE CITY OF JOHANNESBURG FOR 12 MONTHS

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**ADVERT DATE:** 20 MARCH 2024

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MARCH 2024

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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
- E : MBD9 Certificate of Independent Bid Determination
- F : Declaration on State of Municipal Accounts
- G : Organogram
- H : Schedule of Completed Contracts

## COPY OF ADVERT

### TENDERING PROCEDURES

#### Tender Notice and Invitation to Tender

**BID DESCRIPTION:** RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTANTS TO COMPLETE A STRATEGY FOR THE INTRODUCTION OF ALTERNATIVE ENERGY USE FOR ROAD-BASED TRANSPORT WITHIN THE CITY OF JOHANNESBURG FOR 12 MONTHS

**BID NUMBER:** JDA/AE/003/2024

The JDA is requesting proposals from a team of Professional Consultants to complete a Strategy for the introduction of Alternative Energy use for road-based transport within the City of Johannesburg for 12 months.

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

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

A compulsory tender briefing meeting with representatives of the employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown, 2000 on **26 March 2024 starting at 11H00 to 12H00.**

Documents may be downloaded from the JDA's website as follows: [www.jda.org.za](http://www.jda.org.za) as well as on [www.etenders.gov.za](http://www.etenders.gov.za) from **20 March 2024**. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

The closing time and date for receipt of tenders is **12H00pm on 09 April 2024.**

**Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted.**

The physical address for the delivery of tender documents is Johannesburg Development Agency, Ground Floor Reception Area, The Bus Factory, 3 Helen Joseph Street (formerly President Street), Newtown 2000.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any particular tender and correspondence will be entered into with successful tenderer.

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

# **RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTANTS TO COMPLETE A STRATEGY FOR THE INTRODUCTION OF ALTERNATIVE ENERGY USE FOR ROAD-BASED TRANSPORT WITHIN THE CITY OF JOHANNESBURG FOR 12 MONTHS**

## **1. PROJECT INFORMATION**

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

The JDA is requesting proposals from professional transport engineering consulting firms to complete a Strategy that will propose a comprehensive approach on introducing Alternative Energy use for the Road Base Transport (with more emphasis Public Transport) within the City of Johannesburg for a period not exceeding 12 months.

### **1.2. Background**

In 2022 President Ramaphosa announced the South African Just Energy Transition Plan (JETP) which aims to “establish an ambitious long-term partnership to support South Africa’s pathway to low emissions and climate resilient development, to accelerate the just transition and the decarbonisation of the electricity system, and to develop new economic opportunities such as Green Hydrogen and Electric Vehicles amongst other interventions to support South Africa’s shift towards a low carbon future”. Further to the JETP government developed the Just Energy Transition Investment Plan (JET IP) which quantified and outlined the funding and/or investment needed to implement the JETP. A total of R1.48 trillion is needed from 2023 to 2027 to fund and kick-start the JETP, however, the plan does not outline where the money will be coming from or how it will be channelled to the local government. The investment will be focused on the Electricity Sector, New Energy Vehicle (NEV), Green Hydrogen (GH2), Skills Development and Municipal Capacity.

In the NEV sector, the focus will be on transitioning and building value chain in the automotive industry. The plan also identifies the need to protect sector employment and promote new sustainable growth. One way of achieving this is through the conversion of the public transport and private vehicles to NEVs, which will accelerate the decarbonisation of the transport sector and support healthier and more equitable cities through clean and efficient Public Transport. This aligns with City of Joburg strategic thrusts. Both the JETP and JET IP reports conclude that more planning work is needed to ensure a smooth transition. The NEV sector will need an investment of R128.1 billion for the next five years ending in 2027. For the same period Public Transport is earmarked to get investment amounting to R6.1 billion.

The JET IP is premised on South Africa’s National Development Plan (NDP) 2030 with its focus on tackling the country’s systemic challenges of poverty, inequality, and unemployment. It is required to respond to evolving climate conditions and related energy policies, strengthening collaboration between the public and private sectors in pursuit of sustainable development. The outcome in 2030 and beyond depends strongly on what South Africa can achieve within this five-year timeframe, and this, in turn, depends on the effective commitment and mobilisation of the necessary resources. In an effort to streamline the focus to transport related transition, the National Department of Transport (NDoT) developed the Alternative Transport Strategy for South Africa (2018-2050).

The City of Johannesburg has in 2021 approved the Climate Action Plan (CAP) which at a high level outlines the plans to increase NEV uptake by 70% in 2030 and 90% by 2050. The same uptake is expected for commuter travel by Public Transport, Walking and Cycling to increase to 70% by 2030 and 90% by 2050. The City through its Integrated Public Transport Network (IPTN) plan endeavours to deliver a people-centred transport system, that is transformed, which aims to improve the quality of life for present and future generations of residents of the City. The provision of a high quality, safe, accessible, affordable and environmentally friendly Public Transport in the City, is considered critical to realising these ideals. The IPTN is also envisioned to support a compact-polycentric developmental form of the City, which concentrates growth in the urban core around transformation nodes that include Public Transport-Oriented nodes. All these plans are supported by various transport planning studies which the City's Transport Department has been developing over the years.

### **1.3. Project Objective**

The objective of the Strategy to develop a comprehensive approach for the introduction of Alternative Energy (AE) use for all road-based infrastructure in the City of Johannesburg Metropolitan Municipality. The strategy must include an investigation and determination of five technologies to be reduced to three through a detailed assessment, that will guide the City decision making on the appropriate solutions to implement.

The JDA on behalf of the City of Johannesburg's Transport Department is requesting proposals for the appointment of a service provider to complete the Strategy over 12 months.

### **1.4. Background Information**

The Strategy must be developed in line with the City's goals and objectives and integrate with broader policies and strategies of the country. The Strategy needs to be informed by the following Policies and Plans:

- COJ Climate Action Plan
- Integrated Transport Network
- Just Energy Transition Plan
- Managed Lanes Policy (2012)
- Strategic Integrated Transport Plan Framework (2013)
- Metrobus Operational Plan (2014)
- The Operational Plan for the Integrated Public Transport Network
- Phased Implementation Plan for the Integrated Public Transport Network (May 2019)
- Johannesburg Road Agency Intelligent Transport System's Strategy
- Feasibility Studies for the Introduction of an Integrated Corridor Management Approach
- Green Transport Strategy 2018-2050
- Demand estimation figures are available from various sources including the:

- CoJ Household Travel Surveys, 2014;
- Integrated Public Transport Network 2020; and
- Travel Demand Management, 2023.

## 2. SCOPE OF WORKS

The project must be completed in a 12-month period from the date of appointment and includes the following phases:

### 2.1.1. Project Inception and Planning

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

### 2.1.2. Status Quo Assessment

The appointed service provider/s will be required to complete a status quo assessment and report informed by a Policy, Plans and Literature Review. The Assessment should be informed by existing documentation, reports, past, current and future plans and projects. The Status Quo must include a comprehensive analysis of the following elements:

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

The Status Quo should include a Review of Literature, Policy, Plans, Strategy, and Frameworks on AGE for road-based transportation sourced, locally and internationally and informed by best practice. This phase of the project is required to determine policy imperatives, policy trends, guidelines, lessons - challenges and opportunities on AGE in line with the desired development goals objectives of the City and country.

#### 2.1.2.2. Analysis

The analysis section of the Status quo needs to provide a thorough investigation and an analysis of the following area:

- **Infrastructure Investment**

The infrastructure investment assessment must look at the overall infrastructure required for NEV network and ecosystem on chosen alternatives. The role of the City is to identify, plan and direct the investment on Alternative Energy Infrastructure such as Electric Vehicle Charging Stations, Hydrogen or Biogas fuelling stations to support the introduction of AGE for both private vehicles and public transport vehicles. For example, if biogas is considered as the most suitable AGE, infrastructure investment the whole network such as pipelines, storage tanks, and dispensers need to be considered. Effort should be towards identifying, aligning and positioning the prerequisite infrastructure rollout for maximum impact.

- **Sustainability of Fuel Production**

The Status Quo Assessment must evaluate the use and availability of hydrogen, biogas fuel, green electricity production to achieve AGE fuel production sustainability along with Grid supply sustainability. This assessment also needs to consider the use and integration of Renewable Energy such as solar, wind, hydroelectric, and geothermal power as forms of technology to be considered. This must be in line with ensuring that Production sustainability is managed properly to prevent adverse environmental effects like water pollution.

- **Access and usage of Alternative Energy facilities**

The assessment must investigate the access and usability of existing and planned AE facilities i.e., charging facilities for both private vehicles and public transport vehicles. The assessment needs to determine the infrastructure requirements and capacity ensuring that the resulting AE demand can be met conveniently, efficiently and safely. Public transport facilities (PTF) and their supporting amenities are integral in the provision of public transport service, the Strategy must develop an approach on the conversion of PTFs to support AE initiatives. The objective is to ensure that these facilities are energy efficient, accessible, comfortable, and less expensive to run, when using renewable energy and low carbon technologies.

The Strategy must further direct the designing of new facilities which minimise use of energy in all stages of a building's life cycle, from construction to operationalization. Designs must promote and maximise the use of natural lighting as much as possible, with the next layer being the maximization of the use of alternative energy like solar power. Further to these the Strategy should develop regulatory instruments (particularly for vehicle emissions). To encourage compliance with the alternative energy initiatives, incentives should also be developed.

The Strategy must also explore the integration of **Smart Transportation Systems** interventions that support the application of AGE as part of the infrastructure and facilities to be deployed that can contribute to optimising traffic flow, reducing congestion, and minimising fuel consumption. This can include, without being limited to, the use of real-time data and predictive analytics to improve route planning, traffic management, and public transportation scheduling.

- **Purchase and conversion of Vehicles**

The Public Transport Industry has a fleet (buses and taxis) that is currently servicing the City. The Strategy needs to investigate the integration of the existing fleet and the scrapping and conversion from fossil fuel to AGE powered. This should consider the City's role in assisting the Public Transport Industry, monetary and otherwise, transition to the adoption of AGE. This must include the identification of suitable technology and participating in the negotiations with manufacturers or suppliers, Research and Development to identify suitable vehicles and the modification of existing vehicles will be required. The Study needs to also investigate incentive schemes, the purchase of AGE vehicles through subsidies, tax breaks, and rebates as potential initiatives that can be implemented by the City. This assessment is important for the Feasibility Study.

- **Policy and Regulation Environment**

CoJ needs to ensure the successful transition to a more sustainable green powered energy for the transport system that benefits both the environment and the citizens of Johannesburg. The Strategy must identify necessary policies and regulations to be developed by the City to support the use of cleaner Alternative Energy for public transport. This may involve development related to public transport, government incentives, emissions regulations, fuel economy standards, and other relevant policies affecting investments in AE technology for transportation. The Strategy must also address related tax regime and fiscal policy instruments to support AE for the City.

- **Value chain participation**

Implementing AE requires careful planning and coordination especially of capital investment requirements. The Strategy needs to determine/ identify the AE value chain, role players, their contribution and ensure their participation in the City's AE conversion approach.

- **Training and Maintenance**

The Strategy must determine and detail the training, maintenance and support requirements to ensure the availability of capacity and skills requirements to plan, manufacture, build, operate, maintain and support AGE technology. The Strategy must include details on training programs and the facilitation of ongoing support for the conversion.

- **Public Awareness**

The Strategy must develop a communication and marketing plan to assist the City raise public awareness about the benefits of using cleaner energy for public transport. This can be achieved through targeted marketing campaigns and community engagement initiatives. Alternative Energy education and stimulation of awareness must be accelerated for the benefit of behavioural change. This may include programmes/ campaigns that encourage the use of AGE infrastructure and the development of apps and platforms that facilitate the use of AE vehicles, infrastructure, and facilities.

- **Land Use Planning and Transit-Oriented Development**

The spatial structure of the City is that of a poly-centric model defined by a main core of activity linked to activity nodes by movement corridors articulated in the Spatial Development Framework. The intent of the poly-centric model is to minimise long distance travel through the compaction of mixed land uses along Transit Oriented Development (TOD) corridors. Densification and the clustering of uses, enabling a work, play and live environment, is encouraged along TOD corridors facilitating pedestrianised and public transport friendly areas. The City's SDF directs development and investment and guides Transport Planning Strategies and Plans it is therefore important that the AE Strategy is guided by the City's TOD and nodal development imperatives in determining feasible areas of implementation of AE infrastructure and facilities.

### **2.1.3. Feasibility Study**

The feasibility analysis will be an iterative process which must entail the evaluation of options that enable a smooth transition and implementation of Alternative Energy powered Vehicles, Infrastructure and Facilities. The study should outline at least five (5) AE technologies and do a detailed analysis on three (3) technologies which will be agreed to thorough consultation with the CoJ Transport department. The electric, biogas and hydrogen fuel cell powered vehicles must be part of the alternatives to be investigated and evaluated.

#### **2.1.3.1. Pre-feasibility Options Development Phase**

During this phase of the feasibility study, five (5) technologies must be determined for consideration for this project. During this phase the options will be workshopped with the client and the client's project management team. Following the workshop, three (3) options will be identified that will be used in the Feasibility Analysis.

The successful bidder will be required to provide analysis tables in MS Excel format to support the transition and conversion to AE. Thus, the parameters that are evaluated must be provided in a format where quantities can be easily changed and the effect should be evident in the subsequent analysis tables.

Further to the Excel model, a proposal must be made on how the AE technology will be analysed, and the best suited one must be discussed and the use thereof outlined in the proposal some of these could be an mesoscopic or a hybrid model.

The following items must be evaluated during the Pre-Feasibility Stage in relation to the AE technology:

- Type of service (Trunk, feeder, kerb-side, etc.)
- Vehicles
- Operating Elements
  - Line & route
  - Stop & station
  - Modes: Vehicle and fleet size
  - Passenger volumes
  - Headways & Frequency
  - Travel Times
  - Capacity
  - Utilisation
  - Speeds
- Infrastructure and other fixed assets
  - Roadway / geometric improvements
  - Universal Access components
  - Top structures of stations / stops

- Land and property acquisition
- Other infrastructure components
- Vehicles
- Supporting Services
- Marketing
- Monitoring
- Law enforcement
- Institutional arrangements
- Funding Sources
- Industry VOC consultations
- Industry compensation
- Transition support

### **2.1.3.2. Financial Analysis and Feasibility Analysis**

Financial analysis and feasibility must evaluate all cost components, capital costs and revenue for transition to AE in transportation. This includes the evaluation of all three (3) options. The City will need to facilitate funding to support the transition to AE. The Strategy must detail mechanisms to assist the City determine funding for vehicle purchasing and/or conversion, infrastructure development and maintenance, and training and capacitation programs. It must involve the identification of grants, loans, or partnerships with public and private sector organisations locally and internationally to fund AE of the City. The Strategy needs to evaluate the cost of adopting and converting current vehicles to hydrogen, electric or biogas powered vehicles versus purchasing “off the shelf” EV vehicles. There is a need to evaluate the potential financial benefits and costs of making the transition. The Strategy must detail the cost and financing options (investment plan) as well as outlining the cost benefits analysis for a life span not less than 12 years (CAPEX and OPEX) and include a sustainability report for each identified model. The feasibility study must investigate travel capacity range of the technology and charging/refuelling for each of the three identified options, including charging/refuelling of multiple vehicles at a go. For example, a system that can charge/refuel taxis at a big taxi rank with operations of over 500 taxis.

The evaluation should be delivered as a section in the feasibility report and must contain a MS Excel financial model. Amongst other the following must be included in the section:

- Operational Costs
- Capital Costs
- Fare Analysis
- Revenue Analysis
- Marketing and other sources of income
- Grant Funding
- Subsidies

- Possible Municipal Funding
- Other sources of funding

The items above must be evaluated per technology proposed so that a comparison can be made. Please note that the this evaluated must support the submission to Treasury for the PTN grant in the latest prescribed tables.

#### **2.1.4. Implementation Plan**

The successful bidder will be expected to propose an implementation plan based on the findings from the feasibility analysis. This should include specific projects with a budget and a project plan for the implementation thereof. The implementation plan must consist of the following:

- Project list with clear description of the project specific objectives & deliverables
- Prioritize the short-, medium- and long-term projects to be implemented, considering issues such as:
  - Phasing (what must be implemented or addressed first with logic);
  - Roles and Responsibilities
  - Resource Requirements
  - Budget per project per financial year
- Proposal on Rea Vaya Phase 1A and 1B fleet renewal strategy
- Risks and constraints and related mitigation measures;
- Monitoring and Evaluation Plan detailing a clear and measurable action plan informed by the Schedule of projects, within Key Performance Areas.

#### **2.1.5. Project Close-Out**

This phase will include project hand-over, where the service provider is expected to provide the client with the final Strategy with the Financial Models and any other relevant technical data on completion of the works, Include all Raw/ Native files.

#### **2.1.6. Project Management**

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)

### 2.1.7. Stakeholder Engagement

The project program should be designed to proactively and accessibly provide stakeholders with different opportunities to provide input into the process. In order to ensure that the voices of the communities are heard, a mechanism must be developed to effect greater equity in the public participation process.

The project team may be required to make presentations or make available current presentation materials to City's staff to enable the officials to provide additional updates/briefings to various other committees, commissions, stakeholder groups as needed at key milestones in the process. These are categorised as Internal stakeholder engagement and are separate from and in addition to the monthly Project Progress Meetings with the client and its project manager.

The project will require consultation with various City Departments and Entities (and where applicable other government agencies) and inputs from identified stakeholders will also be required. The bidder will be required to, at appropriate stages in the process, hold work sessions with a Technical Committee which will consist of various CoJ departments, municipal entities and other stakeholders.

The process for Mayoral Committee approval includes engaging the internal structures such as Section 79 Committee, Technical Executive Management Team (EMT), Sub-Mayoral Committees amongst others, this processes can take up to 1 month. The successful bidder needs to take this into consideration when developing the project plan.

Key internal stakeholders are listed below (not limited to):

- City Departments/MOEs;
- Section 79 Transport Committee;
- Public Safety and Johannesburg Metro Police Department (JMPD)
- Emergency Management Services (EMS)
- Regional Office (CRUM)
- Johannesburg Intermodal Planning Committee (JIPC)
- And any other Government departments and fora that the client and the bidder may identify

The successful bidders are requested to budget for a minimum of **4 internal stakeholder** engagements.

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

Key internal stakeholders are listed below (not limited to):

- Residents
- Resident Associations
- Businesses
- Business Associations
- Property Owners
- Informal Traders
- Taxi drivers and Associations (kindly note does not include negotiations only consultation on routes and passenger numbers)
- Community Participation Consultants on previous COJ projects in the areas
- Ward Councillors
- Consulting Engineering Firms

It is envisioned that the following number of meetings will take place with external stakeholders. Allowance is also made for additional meetings where required.

In addition to these face-to-face meetings with external stakeholders, the community participation consultant will be expected to communicate and share the feasibility study via email, social media, newspapers and pamphlets.

The community participation consultant will be expected to set up an email address and respond to queries received on the project as well as to receive and consolidate comments on the feasibility project and respond to these comments.

The successful bidder will be expected to:

- Map key stakeholders
- Develop a stakeholder plan and schedule
- Develop and run a communication plan for the consultation process
- Be responsible for all stakeholder engagement logistics i.e. contact stakeholders, secure meetings with stakeholders, arrange venue, equipment i.e. speakers, projectors, project material, take minutes at meetings, recordings, and ensure the timeous dissemination of minutes to stakeholders. Proof of meetings will be required in the form of agendas, minutes and attendance registers.
- Make presentation at formal committee briefings and provide presentation materials.

All bidders shall make allowance for **20** stakeholder meetings. This **excludes twelve (12)** project progress meetings that will be part of the agreed project process plan.

- Internal Stakeholder engagements **4** meetings
- External Public Participation **20** meetings

The critical project team will be required at the monthly twelve (12) project meetings. Project steering committee meetings (4 meetings) will be held, which the whole project team is required to attend. It is expected that the CPC will be at all meetings with internal and external stakeholders, however the successful bidder should allocate the team efficiently and only members required for information retrieval and presentations when required should attend engagements with Internal and External stakeholders. However team members who do attend meetings with stakeholders should be able to represent all project information adequately at that meeting.

As per National Treasury Guidelines, the City of Johannesburg will not provide catering for meetings less than 5 hours duration.

**It is important to note that the project impacts on various areas of the City and therefore requires that the appointed service provider consultant be conversant on project content and material in various languages of the City and/ or be in a position to apply translation services to ensure successful public participation.**

### **2.1.8. 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 registration with the Engineering and Town Planning bodies. When costing their proposals, bidders must take into consideration this **compulsory** training requirement. **Bidders should note that the CoJ 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 City 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 CoJ and JDA at project inception. The bidder is expected to provide the salary for the temporary employment of the interns, as indicated in the pricing schedule. All associated costs (laptops, phone, etc.) with the temporary employment, should be included in the overall project management costs of the project of the bidder.

Bidders are required to provide detailed costing for Capacity Building under the Pricing Schedule found in Section 3.1 of the document.

### **2.1.9. PROJECT DELIVERABLES**

The project deliverables will include the following:

- A Project Inception Report
- Status Quo Assessment Report
- Pre-Feasibility Initial Options Report (5 Options)

- Feasibility Report (3 Options)
- Implementation Plan including proposal on Rea Vaya Phase 1A and 1B fleet renewal strategy
- Presentations for Stakeholder Consultation
- Stakeholder Consultation Strategy Document and Stakeholder Consultation Report illustrating the consultation process that has been undertaken prior to the finalization of the project.
- Capacity Building Report
- Monthly Progress Reports
- Monthly Project Minutes
- Final Project Report - Comprehensive report addressing the project findings, including surveys, status quo, pre-feasibility, feasibility, implementation, stakeholder consultation and other relevant aspects.

***THE BIDDER WILL BE REQUIRED TO OBTAIN THE SERVICES OF COMPETENT AND QUALIFIED ELECTRICAL, CHEMICAL, MECHANICAL AND CIVIL ENGINEERING PROFESSIONALS IN RENEWABLE ENERGY TECHNOLOGIES, SUSTAINABLE TRANSPORTATION SYSTEMS, OR ALTERNATIVE FUEL TECHNOLOGIES TO COMPLETE TECHNICAL ASSESSMENTS AND CONTRIBUTE SPECIALIST INPUT IN THE DEVELOPMENT OF THE STRATEGY (LITERATURE REVIEW, STATUS QUO, FEASIBILITY STUDY, AND IMPLEMENTATION PLAN). THE PROFESSIONALS AND THEIR INPUT WILL HAVE TO BE MANAGED BY THE PROJECT LEAD. THE PROFESSIONALS MUST BE REGISTERED WITH ECSA AND MAY BE REQUIRED TO BE AVAILABLE FOR PROJECT PRESENTATION/ MEETINGS.***

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

**2.1.10.1. Progress Reports and Presentations**

- **Hard Copy:** 4 colour hard copies of the progress report (bound, may be printed double-sided)
- **Soft Copy:** Progress report should also be submitted in PDF (Acrobat) and Word file format.

**2.1.10.2. Draft Documents**

- **Hard Copy:** 4 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** A soft copy should be submitted in PDF (Acrobat) and Word file format via web links and USB

**2.1.10.3. Final Documents**

- **Hard Copy:** 4 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** Web link and USB of the draft products in PDF (Acrobat) and Word file format. One of the soft copies must be typed to allow direct single-sided A4 printing.

#### 2.1.10.4. Maps/Plans and drawings

GIS – All map layers and analysis must be delivered in an ArcGIS compatible format, i.e. shape files. Associated attribute files must also be included. The City’s approved standard 26-digit code must be used as the unique property identifier. The data must be in a Transvers Mercator projection using LO29 as the central meridian. The Hartbeeshoek datum (WGS84) must be used. Data can be transferred via CD’s or DVD’s or USB.

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

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

#### 2.1.10.5. Data Ownership

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

### 3. PROFESSIONAL FEES

#### 3.1. Pricing Table

Detailed below is information upon which fees must be based for undertaking of the Strategy. The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown including discounts for the various project activities.

Table 1: Pricing Table

ITEM	DESCRIPTION	TYPE	QTY	RATE	TOTAL AMOUNT (VAT INCLUSIVE)
<b>1.</b>	<b>PROJECT INCEPTION AND MANAGEMENT</b>				
1.1.	Project planning, and preparation of the Inception Report	Hours	40		R
1.2.	Project Management, administration, client liaison	Monthly	12		R
1.3.	Milestone Progress Presentation meetings per deliverable (excluding inception report)- <b>(Allow for Physical meeting for presentation on Milestones and Virtual meetings for progress reporting)</b>	No. of meetings	12		R

<b>2.</b>	<b>STATUS QUO</b>				
2.1.	Policy and Literature Review	Hours	40		R
2.2.	Infrastructure Investment Assessment	Hours	80		R
2.3.	Sustainability of Fuel Production Assessment	Hours	80		R
2.4.	Access and usage of Alternative Energy facilities Assessment	Hours	80		R
2.5.	Purchase and conversion of Vehicles Assessment	Hours	80		R
2.6.	Policy and Regulation Environment Assessment	Hours	40		R
2.7.	Value chain participation Assessment	Hours	40		R
2.8.	Training and Maintenance Assessment	Hours	40		R
2.9.	Public Awareness Assessment	Hours	40		R
2.10	Land Use Planning and Transit-Oriented Assessment Development	Hours	40		R
2.11	Draft Status Quo Report	Hours	40		R
2.12	Final Status quo report	Hours	24		R
<b>3.</b>	<b>FEASIBILITY STUDY</b>				
3.1.	Pre-feasibility Options Development Report	Hours	120		R
3.2.	Financial Analysis & Feasibility	Hours	120		R
3.3.	Preparation of the Draft Feasibility Study Report	Hours	40		R
3.4.	Preparation of the Final Feasibility Study Report	Hours	24		R
<b>4.</b>	<b>IMPLEMENTATION PLAN</b>				
4.1.	Develop Implementation Plan including the Rea Vaya phase 1a & 1b fleet renewal strategy	Hours	40		R
4.2.	Preparation of the Draft Implementation Plan Report	Hours	40		R
4.3.	Preparation of the Final Implementation Plan Report	Hours	24		R
<b>5.</b>	<b>STAKEHOLDER CONSULTATIONS</b>				
5.1.	Stakeholder Mapping/ Database	Hours	24		R
5.2.	Stakeholder Engagement Strategy	Hours	24		R
5.3.	Stakeholder Communication Plan and Schedule	Hours	24		R
5.4.	Cost of communication materials (e.g. posters, social media, venue hire arranged per project	Item	1		R

5.5.	Facilitate and attend stakeholder workshops-internal stakeholders	Item	4		R
5.6.	Facilitate and attend stakeholder workshops-external stakeholders	Item	20		R
5.7.	Stakeholder Engagement Draft Report	Hours	24		R
5.8.	Stakeholder Engagement Final Report	Hours	24		R
<b>6.</b>	<b>FINAL PROJECT REPORT- STRATEGY</b>				
6.1.	Preparation of the Draft Project Report	Hours	40		R
6.2.	Preparation of the Final Project Report	Hours	40		R
<b>7.</b>	<b>Capacity Building</b>				
7.1.	Salaries for the in-service trainees (to be paid from the successful bidder, as per allocation indication here) *Bidders are required to ensure the costs of capacity building stated under 2.1.8 are here. Minimum 2 trainees for a period of 12 months)	Monthly	12	R19 063,08	R228 756,96
7.2.	Administration costs associated with 7.1	Item	1		R
<b>TOTAL INCLUDING VAT TO BE TRANSFERRED CORRECTLY TO THE OFFER PAGE</b>					<b>R</b>

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

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

**BIDDERS ARE TO USE THE RELEVANT PROFESSIONAL FEE GUIDELINES ISSUED IN TERMS OF APPROPRIATE ACT i.e., ECSA, SACPLAN, SACNASP, EAPASA AS WELL AS DPSA GUIDELINES WHEN PRICING.**

#### 4. PROPOSAL CONTENT

##### Notes

- 4.1 Tenderers must ensure that the final **TOTAL FEE** is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services for the complete project period. The total on the fee table must be calculated correctly and carried to the offer page. If the value on the offer and the pricing table are different the tender will be disqualified. Failing to price as required per item 6.1 above will result in the tender being disqualified.
- 4.2 Fees **must** include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel, and accommodation, etc.
- 4.3 For every tangible deliverable, two hard copies and one electronic copy must be issued to the client [over and above the documentation required for submission to various authorities, to the contractor, etc.], the cost of which **must** be included.
- 4.4 Fees for consultation work required to produce deliverables and obtain approvals thereof is deemed to be included in the price (this also includes consultation work required to make revisions, resubmissions, updated presentations, etc. following feedback received from the relevant approving authorities).
- 4.5 Successful tenderers will be remunerated in accordance with JDA’s Standard Form Agreement, Appendix 4 which is included under Annexure I for information purposes.
- 4.6 That the tender is issued out in accordance with the POPI Act.
- 4.7. That bids will be evaluated on price and be under the new PPR 2022 price and specific goals.

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

The following minimum documentation must be provided:

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

**4.8 Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 5.1 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE “OFFER” PAGE. Any bidder who fails to do so will be disqualified.**

4.9 A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

**An EME must submit a sworn affidavit confirming the following:**

- **Annual turnover revenue of R10 million or less; and**
- **Level of black ownership**

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

4.10 Company registration documents and a copy of a valid tax compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.

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

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

4.13 Audited financial statements for the past three years.

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

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

#### 4.16 Complete in full all information required on Annexure G: Organogram

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

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

- detailed CV's for each resource indicated on Annexure G.  
CV's must note the resources' specific relevant project experience [i.e. **project description, role played and responsibilities, project value, start and end dates**]. *The number of years of experience in the required role on similar projects (involving on Alternative Energy Transportation Strategies, Plans, Projects, IRPTN / IPTN / Public Transport Operational Plans ) with value of project must be clearly demonstrated in the CV's to indicate compliance with the minimum requirements.*
- relevant qualifications and attach certified proof hereof.
- individual memberships to the stipulated professional associations and attach proof hereof.

#### 4.17 Complete in full all information required on Annexure H: Schedule of Completed Contracts

ONLY list a **maximum of 10 projects** completed by the bidding entity in the past 5 years of a similar nature and scale to this project i.e., on Alternative Energy Transportation Strategies, Plans, Projects, IRPTN / IPTN / Public Transport Operational Plans .

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

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

#### NOTE:

- 4.18 *Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultants on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.*

4.19 *Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure H will be considered as previous experience and only reference letters related to the projects listed on Annexure G will be considered as supporting documentation.*

4.20 Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 4.1 and 4.2 WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE.**

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

**Note for consortium and joint ventures**

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant
- *Only the lead consultant is to submit the requisite documents and / or information as requested in items 4.7 to 4.17*
- *Item 4.11 MUST be addressed by each member of the consortium / joint venture*
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

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

## 5. ASSESSMENT CRITERIA

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

- Compliance
- Technical
- Price and specific goals
- Risk Tolerance

### 5.1 Compliance

Bidders will be disqualified in the following instances:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e., as stipulated in item 6.1 herein;
- Bidders who have any directors in the employment of the state;
- Bidders whose directors are owing municipal rates and taxes more than 90 days.
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);
- Bidders who did not attend the compulsory tender briefing.

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

### 5.2 Technical

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

- (i) Key returnable documents,
- (ii) Capability of the proposed key team members (i.e. experience, qualifications, and memberships to professional associations per Item 5.10 above) and
- (iii) The experience of the company together with contactable reference letters (i.e. on Alternative Transportation Strategies, Plans, Projects , IRPTN / IPTN / Public Transport Operational Plans ), and references per Item 4.11 above).

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

Bidders are expected to score a minimum of **154** points, **70%** (out of **220** maximum points score able)

Variables	Total Points	Criteria	Description of criteria	Points	Points
<b>KEY RETURNABLE DOCUMENTS per item 4.3 to 4.9 herein</b>	<b>N/A</b>	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 4.3 to 4.9 herein	N/A	Y / N
		Company registration documents		N/A	Y / N
		CTS letter from SARS		N/A	Y / N
		Valid Professional Indemnity Insurance R2m		N/A	Y / N
		Current municipal rates account / affidavit		N/A	Y / N
		3 Years audited financial statements		N/A	Y / N
		Certified copies of identity documents		N/A	Y / N
		Annexure A -Hcompleted in full and signed	Zero points will be awarded if Annexure G and H are not completed  Points will not be allocated for making reference to attached	N/A	Y / N
Variables	Total Points	Criteria	Description of criteria	Points	
<b>CAPABILITY OF PROPOSED TEAM per item 4 and Annexure G</b>	<b>50</b>	<b>Project Lead – Transport Engineer</b>			
		<b>Minimum Ten (10) Years</b> or more experience in alternative energy transportation Evidence of leading on at least <b>three (3) similar</b> projects in terms of scale and complexity {required services on <b>ALL</b> the following types of projects will be counted as valid for scoring}: ✓ Alternative energy Transport Policies, Strategies, Plans	CV's must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded.  Certified proof of qualification and registration must be provided to obtain the points	40	

		✓ IRPTN / IPTN / Public Transport Operational Plans		
		<b>An Master's degree equivalent or higher</b> in Transport or Civil Engineering		5
		Professional registration with ECSA as a Professional Engineer	Certified proof of registration must be provided to obtain the points	5
	<b>30</b>	<b>Environmental Engineer/ Expert</b>		
		<b>Minimum Ten (10) Years</b> or more experience in environmental engineering Evidence of leading on at least <b>three (3) similar</b> projects in terms of scale and complexity {required services on <b>ALL</b> the following types of projects will be counted as valid for scoring}: Environmental Policy, Strategies, Plans, and Assessments <b>related to Infrastructure</b>	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	15
		<b>A Master's</b> degree in Environmental Studies or higher	Certified proof of qualification must be provided to obtain the points	5
		<b>A Honours's</b> degree in Environmental Studies		3
		Professional registration with EAPASA as a Professional	Proof of registration must be provided to obtain the points.	5
	<b>30</b>	<b>Transport Economist/ Finance Expert</b>		
		<b>Minimum Ten (10) years</b> post qualification experience in <b>Transport Economist/ Finance Expert</b> . Evidence of working on at least three (3) following types of projects will be counted as valid for scoring:	CV's must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded	20

		Financial modeling of transport services, alternative energy transportation and the Energy Sector.  DPSA Guidelines		
		<b>A Masters</b> degree in Transportation Economics or M.Com Economics, similar or higher	Certified proof of qualification must be provided to obtain the points	10
		<b>An Honours</b> degree degree in Transportation Economics or Bhons. Economics, or similar		5
	<b>30</b>	<b>Environmental Legal Expert</b>		
		<b>Minimum Ten (10) years</b> post qualification experience in <b>Environmental Law, Policies and Regulations</b> . Evidence of working on at least three (3) following types of projects will be counted as valid for scoring on: Polies, Strategies, Regulation, Litigation on Environmental Law, Alternative and Renewable Energy Technologies, Sustainable Development, and Fuel and Energy Regime	CV's must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded	20
		<b>A Master's</b> degree in Environmental Law (LLM), similar or higher	Certified proof of qualification must be provided to obtain the points	5
		<b>An LLB</b> degree in Law, or similar		3
		Admitted to the High Court of South Africa	Certified proof of admission must be provided to obtain the points	5

	30	<b>Community Participation Consultant/ Social Facilitator</b>		
		<p><b>Minimum Ten (10)</b> years' experience as lead community participation consultant/ social facilitator with experience in planning and executing professional Stakeholder Engagement processes. Evidence of working on at least three (3) similar projects in terms of scale and complexity</p>	<p>CV's must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded</p>	20
		<p><b>A Honours degree</b> in Humanities and/or Social Sciences and/ or Development Planning and/or Social Development) or higher</p>	<p>Certified proof of qualification must be provided to obtain the points</p>	10
<p><b>A Degree</b> in Humanities and/or Social Sciences and/ or Development Planning and/or Social Development)</p>	5			

Variables	Total Points	Criteria	Description of criteria	Points
	50			
<b>COMPANY EXPERIENCE AND REFERENCE LETTERS per item 5 and Annexure H</b>	50	<b>COMPANY SCHEDULE OF COMPLETED PROJECTS AND REFERENCE LETTERS</b>		
		Five or more reference letters of completed projects	Points will only be allocated for having rendered the required services on the following kind of projects  Alternative Transportation Strategies, Plans, Projects, IRPTN / IPTN / Public Transport Operational Plans	50
		Three to Four reference letters of completed projects	<b>References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the project, the date completed and a comment of the level of satisfaction with the service. References must be for projects listed above under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references.</b>	30
One to Two reference letters of completed projects	<b>If any of the required information is not contained in the reference then zero points will be awarded</b>	10		

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

### 5.3 Price and Empowerment

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

The Preference Point System will be applied as follows:

- For tenders up to R50 million
  - 80 points are assigned to price
  - Up to 20 points are assigned to BBBEE status per the table under item 5.3.1
- Points scored will be rounded off to the nearest 2 decimal places

#### **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:**

Awards up to 50mil (VAT Inclusive)

<b>The specific goals allocated points in terms of this RFP</b>	<b>Number of points allocated (80/20 system) (To be completed by the</b>	<b>Evidence</b>
---	--	-----------------

	<b>organ of state)</b>	
Business owned by 51% or more – Black People	<b>10</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</li> </ul>
Business owned by 51% or more - Women	<b>5</b>	<ul style="list-style-type: none"> <li>• Valid BBBEE certificate / Affidavit Sworn under oath</li> <li>• Company Registration Certification</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>• Company Registration Certification</li> <li>• CSD report</li> </ul>
<b>Total Points</b>	<b>20</b>	<b>Failure to attach evidence will lead to scoring zero points</b>

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is method 2 (price and preferences). the preference point system assigns a score to each tenderer based on the tender price and on the tenderer's empowerment goals. these scores are combined to determine an overall score for the tender. the tender with the highest score will be considered for acceptance.

## 5.4 Risk Tolerance

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

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

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

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

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

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

The greater of R20 million or nine contracts / projects over two financial years (current year and previous financial year)

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above. In other words, whether it falls within the ambit of the Risk Tolerance Framework as acceptable.

JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

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

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

**“RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTANTS TO COMPLETE A STRATEGY FOR THE INTRODUCTION OF ALTERNATIVE ENERGY USE FOR ROAD-BASED TRANSPORT WITHIN THE CITY OF JOHANNESBURG FOR 12 MONTHS”**

” must be written / typed clearly on the envelope.

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

**The Tender closes at 12h00 09 April 2024**

Envelopes will be stamped on receipt. There will be a public opening of tenders.

**NO LATE / TELEPHONIC / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.**

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular tender and no correspondence will be entered into.

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

The tender offer validity period for this tender is 120 days.

Queries can be addressed in writing to:

Xolisile Sithole

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

**ANNEXURE A : BUSINESS DECLARATION**

**Tender/RFP Number** : .....

**Tender/RFP Description** : .....

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

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

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

.....

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

.....

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

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

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

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

**Company/enterprise Income**

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

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

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

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

**1. Type of firm**

Partnership

One person business/sole trader

Close corporation

Public company

Private company

(Tick one box)

**2. Principal business activities**

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

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

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

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

**5. Did the firm exist under a previous name?**

- Yes
- No

(Tick one box)

**If yes, what was its previous name? .....**

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

**Full Time** : .....

**Part Time** : .....

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

Full Time : .....

Part Time : .....

8. What is the enterprise's annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2017 to 30 June 2018 (excl. VAT):

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

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

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

**10. Banking details**

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

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

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

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

**BANK** : .....

**BRANCH** : .....

**BRANCH CODE** : .....

**ACCOUNT NUMBER** : .....

**ACCOUNT HOLDER** : .....

**TYPE OF ACCOUNT** : .....

**CONTACT PERSON** : .....

**CONTACT NUMBER** : .....

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

SIGNATURE : .....

NAME IN FULL : .....

CAPACITY : .....

DULY AUTHORIZED TO SIGN ON BEHALF OF: .....

DATE : .....

**ANNEXURE B : DECLARATION OF INTEREST**

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

- 3.1 Full Name: .....
- 3.2 Identity Number: .....
- 3.3 Position occupied in the company (director, trustees, shareholder\*\*) .....
- 3.4 Company Registration Number: .....
- 3.5 Tax Reference Number: .....
- 3.6 VAT Registration Number: .....
- 3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state\* **YES / NO**  
If yes, furnish particulars  
.....  
.....

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

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**  
If yes, furnish particulars  
.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....  
 .....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....  
 .....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....  
 .....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract?

**YES / NO**

If yes, furnish particulars

.....  
 .....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

**CERTIFICATION**

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

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

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

Signature	Position
Name of Bidder	Date

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

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

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

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

	your written request for a hard copy of the Register to facsimile number (012) 3265445).		
4.2.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of	Yes	No
4.4	law outside the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/>	<input type="checkbox"/>
	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"/>
4.3.1	If so, furnish particulars:		
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 : PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS**

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

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

- ◆ a) a national or provincial department;
- ◆ b) a municipality;
- ◆ c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- ◆ d) Parliament;
- ◆ e) a provincial legislature;

f) any other institution or category of institutions included in the definition of “organ of state” in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

.....	.....
Signature	Position
<i>(of person authorised to sign on behalf of the organisation)</i>	
.....	.....
Name of Bidder	Date

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

I, the undersigned, in submitting the accompanying bid:

---

*for*

**RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTANTS TO COMPLETE A STRATEGY FOR THE INTRODUCTION OF ALTERNATIVE ENERGY USE FOR ROAD-BASED TRANSPORT WITHIN THE CITY OF JOHANNESBURG FOR 12 MONTHS**

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

\_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

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

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

**B Bid Information**

i. Name of bidder: .....

ii. Registration Number: .....

iii. Municipality where business is situated: .....

iv. Municipal account number for rates: .....

v. Municipal account number for water and electricity: .....

vi. Names of all directors, their ID numbers and municipal account number.

1. ....

2. ....

3. ....

4. ....

5. ....

6. ....

7. ....

**C Documents to be attached**

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

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

.....  
.....

Signature:.....

Date:.....

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

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

**TABLE 1: PROJECT LEAD – TRANSPORT ENGINEER**

<b>Table G-1.1 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>PROJECT LEAD – TRANSPORT ENGINEER</b>
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	

**PROJECT LEAD – TRANSPORT ENGINEER**

Project Name	Project Type (similar to scope of RFP)	Client Name & Contact Details	Specific Tasks completed by yourself

**TABLE 2: ENVIRONMENTAL ENGINEER/ EXPERT**

<b>Table G-1.2 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>ENVIRONMENTAL ENGINEER/ EXPERT</b>
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	

**ENVIRONMENTAL ENGINEER/ EXPERT**

<b>Project Name</b>	<b>Relevant Project Type</b>	<b>Client Name &amp; Contact Details</b>	<b>Specific Tasks completed by yourself</b>

**TABLE 3: TRANSPORT ECONOMIST/ FINANCE EXPERT**

<b>Table G-1.2 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>TRANSPORT ECONOMIST/ FINANCE EXPERT</b>
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	

**TRANSPORT ECONOMIST/ FINANCE EXPERT**

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

**TABLE 4: ENVIRONMENTAL LEGAL EXPERT**

<b>Table G-1.2 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>ENVIRONMENTAL LEGAL EXPERT</b>
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	

**ENVIRONMENTAL LEGAL EXPERT**

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

**TABLE 5: COMMUNITY PARTICIPATION CONSULTANT/ SOCIAL FACILITATOR**

<b>Table G-1.3 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>COMMUNITY PARTICIPATION CONSULTANT/ SOCIAL FACILITATOR</b>
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

**COMMUNITY PARTICIPATION CONSULTANT/ SOCIAL FACILITATOR**

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE H: SCHEDULE OF COMPLETED CONTRACTS**

**THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 5.2 HEREIN**

The tenderer shall list below a **maximum of 5 projects of a similar nature and scale** to this project as described under item 4.17 and 4.2 herein.

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

<b>Company Authorised Representative</b>	
Authorised Representative Name	
Representative Contact Number	
Representative Contact Email	

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

5.								
----	--	--	--	--	--	--	--	--

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date