



POP 01/2027FY/JPC: REQUEST FOR PROPOSALS FROM SUITABLE QUALIFIED SUPPLIERS TO BE INCLUDED IN THE JPC PANEL OF SUPPLIERS (TO SUPPLY AND DELIVER PPE ) TO BE UTILISED ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE YEARS

## CITY OF JOBURG PROPERTY COMPANY (SOC) LTD BID PROPOSAL



**BID NUMBER: POP 01/2027FY/JPC**

**POP 01/2027FY/PPC : REQUEST FOR PROPOSALS FROM SUITABLE QUALIFIED SUPPLIERS TO BE INCLUDED IN THE JPC PANEL OF SUPPLIERS ( TO SUPPLY AND DELIVER PPE ) TO BE UTILISED ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE YEARS FROM DATE OF APPOINTMENT ONTO THE PANEL**

**NAME OF BIDDER :**

**CSD NUMBER :**

**Please note:** Do not remove the front page of this document. Keep in order as downloaded.

### PLEASE NOTE

**Closing time of submission: 14 September 2026 at 10h30 (Telkom time) at Braamfontein, 33 Hoofd Street, Forum One (Block A), 3rd Floor (Entrance level) – no bid received after the closing date and time will be accepted or considered.**

**Department of Finance: Supply Chain Management Unit**

**POP 01/2027FY/JPC**

**Note:** Tender document can be downloaded from E-tenders and JPC website at no cost, via [www.etenders.gov.za](http://www.etenders.gov.za) and [www.jhbproperty.co.za](http://www.jhbproperty.co.za)

### Important Notice

**No submission(s) transmitted by fax or other electronic means will be accepted**

**Document availability: 14 August 2026**

**Disqualification Criteria:**

- a. Non-attendance of the compulsory briefing session

**A Compulsory briefing session will be held on the 26 August 2026 at 10.00am at Joburg Property Company, 33 Hoofd Street, Braampark, Forum 1, 3<sup>rd</sup> Floor Auditorium.**

**All queries to be submitted to [tenders@jhbproperty.co.za](mailto:tenders@jhbproperty.co.za) and all queries to be submitted from 17 August 2026 to 02 September 2026 to enable JPC to respond to all queries by no later than 07 September 2026 All queries sent after 02 September 2026 will not be responded to.**

**Closing date and time of submission: 14 September 2026 at 10.30 am – at Braamfontein, 33 Hoofd Street, Braampark Forum 1, A-Block, 3rd Floor (entrance level) - no bid received after the closing date and time will be accepted or considered.**

**Opening of submissions: 10.30am – bids will be opened in public in the designated boardrooms at the City of Joburg Property Company (SOC) Ltd 3<sup>rd</sup> Floor (Entrance level), Forum I Block A, Braampark Office Park, 33 Hoofd Street, Braamfontein.**

**POP 01/2027FY/JPC: REQUEST FOR PROPOSALS FROM SUITABLE QUALIFIED SUPPLIERS TO BE INCLUDED IN THE JPC PANEL OF SUPPLIERS (TO SUPPLY AND DELIVER PPE ) TO BE UTILISED ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS**

**NAME OF BIDDER :**

**Documents to be Submitted: Original plus scanned version of the submission including all annexures/ returnable in a USB clearly marked in bidder's name and POP number.**

**Submissions under sealed cover must be addressed to City of Joburg Property Company (SOC) Ltd endorsed with bid number and description and placed in the tender box no later than the date and time indicated below. City of Joburg Property Company (SOC) Ltd does not take any responsibility for any bids deposited into an incorrect box.**

**Closing Date: 14 September 2026**

**Closing Time: 10.30am**

**Place: City of Joburg Property Company (SOC) Ltd  
3<sup>rd</sup> Floor (Entrance level) A-Block  
Forum 1 (Forum One)  
Braampark Office Park  
33 Hoofd Street, Braamfontein**

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## INTRODUCTION

### **The City of Johannesburg (CoJ)**

- a) In 2000, Johannesburg was restructured to become a single metropolitan authority and elections were held for an executive mayor and unified local government.
- b) Since then, the City has enjoyed a financial turnaround, with the creation of a credible and stable operating environment. This stability, strong centralised co-ordination and oversight has allowed the City to play a crucial role in building the economy and implementing policies and structures to support economic growth and poverty alleviation.
- c) All urban development in Joburg is guided by the Growth and Development Strategy.

### **The City of Joburg Property Company (JPC)**

- a) The City of Joburg Property Company SOC Ltd (JPC), established in 2000, is a dynamic company mandated to manage and develop the City of Johannesburg's (CoJ) property assets for the purpose of maximising both social and commercial opportunities for the Council.
- b) Dedicated to finding solutions to the developmental challenges facing the City of Johannesburg, the JPC utilises council-owned land assets to leverage private sector investment in public infrastructure. The JPC, on behalf of the CoJ, provides Property Asset Management, Property Management (Commercial), Property Management (Social), as well as Facilities Management and Maintenance Services, and its relevant subsidiary services.
- c) Therefore, the JPC prides itself as the arm responsible for maximising the social, economic and financial value of the CoJ's total property portfolio and enhancing its efficient use of property to drive investment, economic growth and job creation. The JPC aims to achieve its objectives by focusing on the following imperatives:
  - Realising value (social, financial and economic) for the CoJ;
  - Supporting economic development and aligning the CoJ property portfolio with CoJ priorities;
  - Increasing the effectiveness of economically viable municipalities and social use of properties; and
  - Management of risk and return with respect to the property portfolio and property transactions for the CoJ.

## INVITATION TO BID (MBD1)

### PART A INVITATION TO BID

|                                                                                                      |                                                                                                                                                                                                                                                                                      |               |  |               |  |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--|---------------|--|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF JOBURG PROPERTY COMPANY SOC LTD</b> |                                                                                                                                                                                                                                                                                      |               |  |               |  |
| BID NUMBER:                                                                                          |                                                                                                                                                                                                                                                                                      | CLOSING DATE: |  | CLOSING TIME: |  |
| DESCRIPTION                                                                                          | POP NUMBER: POP01/2027FY/JPC : REQUEST FOR PROPOSALS FROM SUITABLE QUALIFIED SUPPLIERS TO BE INCLUDED IN THE JPC PANEL OF SUPPLIERS (TO SUPPLY AND DELIVER PPE ) TO BE UTILISED ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE YEARS FROM DATE OF APPOINTMENT ONTO THE PANEL |               |  |               |  |

**BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT 33 HOOFD STREET, FORUM 1, BLOCK A, 3<sup>RD</sup> FLOOR, ENTRANCE LEVEL, BRAAM PARK, BRAAMFONTEIN, JOHANNESBURG. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – ( NOT TO BE RE-TYPED OR AMENDED)**

|                             |          |  |           |         |  |
|-----------------------------|----------|--|-----------|---------|--|
|                             |          |  |           |         |  |
|                             |          |  |           |         |  |
|                             |          |  |           |         |  |
|                             |          |  |           |         |  |
|                             |          |  |           |         |  |
| <b>SUPPLIER INFORMATION</b> |          |  |           |         |  |
| NAME OF BIDDER              |          |  |           |         |  |
| POSTAL ADDRESS              |          |  |           |         |  |
| STREET ADDRESS              |          |  |           |         |  |
| TELEPHONE NUMBER            | CODE     |  | NUMBER    |         |  |
| CELLPHONE NUMBER            |          |  |           |         |  |
| FACSIMILE NUMBER            | CODE     |  | NUMBER    |         |  |
| E-MAIL ADDRESS              |          |  |           |         |  |
| VAT REGISTRATION NUMBER     |          |  |           |         |  |
| TAX COMPLIANCE STATUS       | TCS PIN: |  | <b>OR</b> | CSD No: |  |

|                                                                                        |                                                                                    |                                                                   |                                                                                        |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3 ] |
| TOTAL NUMBER OF ITEMS OFFERED                                                          |                                                                                    | TOTAL BID PRICE                                                   | R                                                                                      |
| SIGNATURE OF BIDDER                                                                    | .....                                                                              | DATE                                                              |                                                                                        |
| CAPACITY UNDER WHICH THIS BID IS SIGNED                                                |                                                                                    |                                                                   |                                                                                        |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                 |                                                                                    | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                  |                                                                                        |
| DEPARTMENT                                                                             | Supply Chain Management                                                            | CONTACT PERSON                                                    |                                                                                        |
| CONTACT PERSON                                                                         | Supply Chain Management                                                            | TELEPHONE NUMBER                                                  |                                                                                        |
| TELEPHONE NUMBER                                                                       | 010 219 9000                                                                       |                                                                   |                                                                                        |
| E-MAIL ADDRESS                                                                         | <a href="mailto:tenders@jhbproperty.co.za">tenders@jhbproperty.co.za</a>           |                                                                   |                                                                                        |

## PART B TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b><br>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.<br>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE</b><br>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS OF THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b><br>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.<br>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.<br>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO                                                                                                                             |

BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  
☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐  
 YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  
☐ YES ☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  
☐ YES ☐ NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  
☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:.....

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

DATE:.....

## TENDER ADVERT FOR BID: POP 01/2027FY/JPC

(JPC MBD 2)

**CITY OF JOBURG PROPERTY COMPANY (SOC) LTD (REG. NO 2000/017147/07) ("JPC"), HEREBY INVITES INTERESTED SUPPLIERS TO SUBMIT PROPOSALS TO BE INCLUDED IN THE JPC PANEL OF SUPPLIERS TO BE UTILISED ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS**

|                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bid Number</b>                                                               | <b>POP 01/2027FY/JPC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Bid Description</b>                                                          | <b>REQUEST FOR PROPOSALS FROM SUITABLE QUALIFIED SUPPLIERS TO BE INCLUDED IN THE JPC PANEL OF SUPPLIERS TO (SUPPLY AND DELIVER PPE ) TO BE UTILISED ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE YEARS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Disqualifying Criteria</b>                                                   | <b>Non-attendance of the Compulsory Briefing Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Compulsory Briefing Session Date</b>                                         | <p><b>Date:</b> 26 August 2026</p> <p><b>Time:</b> 10:00 am</p> <p><b>Venue:</b> Imbizo Boardroom, City of Joburg Property Company SOC Ltd, 3rd Floor (entrance level), A-Block, Forum I, 33 Hoofd Street, Braam Park Office Park, Braamfontein</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Document Availability Date</b>                                               | 12h00 on the 14 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Document Cost</b>                                                            | Tender document can be downloaded from E-tenders and JPC website at no cost <a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a> and <a href="http://www.etenders.gov.za">www.etenders.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Closing Date</b>                                                             | 14 September 2026 at 10.30AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Compliance Requirements before an award is made to the successful Bidder</b> | <ul style="list-style-type: none"> <li>Valid Tax Compliant Verification PIN number issued by South African Revenue Services (SARS).</li> <li>Proof of registration of the Bidder as follows: <ul style="list-style-type: none"> <li>Natural persons- certified copy of ID document/ passport (<b>NB: certified ID or passport copies should not older than 3 months. Smart card IDs must be printed on both sides</b>)</li> <li>Partnership- copy of Partnership Agreement plus IDs of all partners</li> <li>Company- current CM29/COR 20.1</li> <li>Close Corporation- current copy of CK1 and/or CK2C and/or COR 20.1</li> <li>Trust- letter of appointment from the Master of the High Court of SA and deed of trust</li> <li>JV/Consortium- JV/Consortium Agreement plus CIPC and/or ID documents of all JV/Consortium partners</li> <li>Entity BBEE Certificate or JV/Consortium Consolidated BBEE Certificate or sworn affidavit.</li> </ul> </li> </ul> |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | <ul style="list-style-type: none"> <li>Up to date Municipal Account not older than three (3) months from bid closing date and not over three (3) months in arrears for the individual / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up to date municipal account cannot be submitted / valid lease agreement.</li> <li>Up to date Municipal Account not older than three (3) months from bid closing date and not over three (3) months in arrears for the Entity / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up to date municipal account cannot be submitted / valid lease agreement.</li> <li>Up to date Municipal Account not older than three (3) months from bid closing date and not over three (3) months in arrears for the Director (s) or Member (s) / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up to date municipal account cannot be submitted / valid lease agreement.</li> <li>In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit all required documentation, a JV / Consortium agreement and a consolidated BBBEE certificate or sworn affidavit.</li> <li>Central Supplier Database (CSD) registration and proof of tax compliance on closing of tender.</li> <li>Company resolution for bid signing powers</li> <li>The following documents must be completed and duly signed <ul style="list-style-type: none"> <li>Declaration of interest in MBD 4,</li> <li>Declaration of the Bidder's Past Supply Chain Practices in MBD 8,</li> <li>Certificate of Independent Bid Determination in MBD 9, and Bidders Information in JPC MBD 7</li> </ul> </li> </ul> <p><b>NB: False or incorrect declaration on any of the MBD forms will not be accepted.</b></p> <p>If the entity or any of its directors are listed on the National Treasury register of defaulters, the bid will be rejected.</p> |
| <b>Evaluation Criteria</b> | <b>Functionality</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Address</b>             | City of Joburg Property Company SOC Ltd, 3rd Floor (entrance level), A-Block, Forum I, 33 Hoofd Street, Braam Park Office Park, Braamfontein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Enquiries</b>           | <a href="mailto:tenders@jhbproperty.co.za">tenders@jhbproperty.co.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Please note the following conditions of submission:**

- No late proposals will be considered. It is recommended that bids be submitted the day prior to the closing date as JPC will not approve any request for condonation of late submissions due to any unforeseeable reason resulting in such late submissions.
- City of Joburg Property Company (SOC) Ltd reserves the right not to accept any proposals/accept part of the proposals, or to withdraw the call for proposals.

Musah Makhunga  
Chief Executive Officer  
City of Joburg Property Company SOC Ltd  
3<sup>rd</sup> Floor, Forum I Building, Braampark  
Office Park, 33 Hoofd Street,  
Braamfontein Johannesburg

**Contact Details  
Supply Chain  
Management  
Department  
Tel: (010) 219-9000**



**BID DESCRIPTION: REQUEST FOR PROPOSALS TO BE INCLUDED IN THE JPC PANEL OF SUPPLIERS TO BE UTILISED ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE YEARS**

**BID DOCUMENTS CANNOT BE POSTED OR EMAILED**

**BID DOCUMENTS TO BE SUBMITTED: ONE (1) ORIGINAL AND ONE (1) SOFT COPY (PDF FORMAT) ON A USB FLASH DRIVE CLEARLY MARKED IN BIDDER'S NAME IN THE BID BOX SITUATED AT: JPC'S OFFICES, SITUATED AT 33 HOOFD STREET, FORUM 1, BLOCK A, 3<sup>RD</sup> FLOOR, ENTRANCE LEVEL, BRAAMPARK, BRAAMFONTEIN, JOHANNESBURG.**

**BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY AT THE CORRECT ADDRESS.**

**INCOMPLETE, UNSIGNED DOCUMENTS/FORMS MAY BE REJECTED. JPC WILL NOT ACCEPT LATE RESPONSES.**

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS (NOT TO BE REPRODUCED OR AMENDED, ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ANNEXURE TO THIS DOCUMENT)**

**BID DOCUMENTS MUST BE PLACED IN A SEALED MARKED ENVELOPE AND DEPOSITED IN THE BID BOX SITUATED AT: JPC'S OFFICES SITUATED IN BRAAMFONTEIN, BRAAMPARK OFFICE PARK, FORUM 1(ONE), A – BLOCK, 3 FLOOR (ENTRANCE LEVEL).**

**ALL PAGES MUST BE INITIALLED.**

**ONE ORIGINAL OF THE DOCUMENT, PLUS A COPY OF THE SCANNED VERSION INCLUDING ALL ANNEXURES/RETURNABLES IN USB CLEARLY MARKED IN BIDDER'S NAME.**

**THE BID BOX IS ACCESSIBLE FROM MONDAY – FRIDAY AT 08H00 – 16H00.**

**THIS BID IS SUBJECT TO JPC'S STANDARD CONDITIONS OF APPOINTMENT (JPC MBD 15) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.**

## GENERAL TERMS OF REFERENCE PROCEDURES AND CONDITIONS

(JPC MBD3)

### 1. Purpose

The purpose of this request is to invite interested suppliers to submit proposals to be included in the JPC's Panel of suppliers, on an as and when required basis, on behalf of City of Joburg Property Company SOC Limited (JPC) for a period of 3 (three) years from the date of appointment onto the panel.

### 2. Conditions of Proposal

- 2.1 The City of Joburg Property Company (SOC) Ltd (Reg No 2000/017147/07) ("JPC"), hereby invites interested suitable qualified/experienced Bidders to submit proposals for consideration for the appointment for the work described in this POP.
- 2.2 Appointment will be made in accordance with JPC's standard conditions of the contract.
- 2.3 The appointment will be valid for three (3) years from the date of the appointment.

### 3 Submission of Proposals

- 3.1 one (1) original and one (1) soft copy (pdf format) on a USB flash drive clearly marked in bidder's name and deposited in the bid box situated at: JPC's offices, situated at 33 Hoofd street, Forum 1, Block A, 3rd floor, entrance level, Braampark, Braamfontein, Johannesburg.
- 3.2 Proposals must be submitted on or before 10:30 am on the closing date.
- 3.3 Each Proposal must be clearly marked with the title of the bid as per the cover page.
- 3.4 The completed proposal call documents must be deposited in the tender box made available at **Forum I, Block A, 3<sup>rd</sup> floor (Reception Level), Braampark Office Park, 33 Hoofd Street, Braamfontein.**

### 4. Further Conditions

- 4.1. The Bidder(s) shall be deemed to have satisfied itself as to all of the conditions, procedures and performance and discharge of the obligations required in terms of this document.
- 4.2. The Bidder(s) shall be deemed to know and understand the content of this document and a submission of a Proposal will indicate the Proposer(s) unconditional acceptance of all the terms and conditions contained in this document.
- 4.3. The information required in the Proposal must be provided accurately and honestly. Bidder(s), who fail to provide such information to the satisfaction of the JPC, will be disqualified from the proposal call process.
- 4.4. All details provided by the Bidder(s) will be regarded as material representations, on the basis of which the JPC based the evaluation of the proposal. Any misrepresentation will be treated as material and will, result in the disqualification of the specific proposal by JPC and/or termination of the subsequent appointment.
- 4.5. JPC will not be held responsible or liable for any costs whatsoever and /or losses incurred or suffered by the Bidder(s) or any other party or parties for whatsoever reason as a result of the Proposal.
- 4.6. Neither the appointed Bidder(s) nor the resulting contract may be ceded or assigned to a third party unless the Bidder(s) state that he/she/it is acting as agent on behalf of a another person

or entity or such cession or assignment is approved by JPC for justifiable reasons.

- 4.7. The evaluation of bids will be completed by the JPC.
- 4.8. JPC reserves the right to seek clarification or further information from Bidders and or request the submission of required documents within a specified time, and to appoint professionals to advise on aspects of the proposals submitted.
- 4.9. JPC reserves the right to make an appointment to more **than one bidder**, in whole or in part.
- 4.10. JPC reserves the right to negotiate a final proposal with any of the Bidder(s).
- 4.11. JPC does not bind itself to accept any proposal submitted.
- 4.12. JPC may at its discretion withdraw the proposal call process at any stage during the process.

## 5. Utilization of the Panel

- 5.1. The Panel will be effective from the date of award onto the JPC Panel of Suppliers and will be valid for 3 years.
- 5.2. The appointment into the JPC's panel of suppliers does not guarantee that the consultant will receive actual appointment for the project that are being implemented during the tenure of the panel. JPC to run a competitive process within the established panel.
- 5.3. Services will be sourced on an as and when required basis from the panel of Suppliers and in terms of JPC SCM Policy and guidelines.
- 5.4. Requests for quotations will be advertised on the JPC notice boards and website guided by specific services and scope of work required. The notices will remain on the JPC notice boards and website for not more than seven days.
- 5.5. It is the responsibility of the suppliers to ensure that they check the JPC notice boards and website regularly and respond to JPC's requests for quotations as set out herein.
- 5.6. It is important to note that no officials from JPC will contact any Supplier's firm for the purpose of obtaining quotes outside of the above process.
- 5.7. Once work has been allocated to a Bidder on the panel for a specific project following the competitive bidding process, the letter of appointment and Service Level Agreement (SLA) will
  - Be agreed, finalised and signed by the JPC and the preferred bidder.
  - Bulk pricing and volume discounts to be clearly stated
  - Payments will only be made once the delivery has been completed and delivery notes presented.



## Enquiries

Only email enquiries will be accepted, such enquiries must be directed to:  
[tenders@jhbproperty.co.za](mailto:tenders@jhbproperty.co.za)

POSTAL ADDRESS .....  
STREET ADDRESS .....  
TELEPHONE NUMBER CODE ..... NUMBER .....  
CELLPHONE NUMBER CODE ..... NUMBER .....  
E-MAIL ADDRESS .....  
SIGNATURE OF BIDDER .....  
DATE .....  
CAPACITY UNDER WHICH THIS BID IS SIGNED.....

## DECLARATION OF INTEREST

(MBD 4)

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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 favoritism, 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 authorized 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.

| No.   | Information                                                                                                                                                         | Please provide detail |    |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----|
| 3.1   | Full name of bidder or his or her representative                                                                                                                    |                       |    |
| 3.2   | Identity number                                                                                                                                                     |                       |    |
| 3.3   | Position occupied in the company (director, trustee, shareholder <sup>2</sup> )                                                                                     |                       |    |
| 3.4   | Company registration number                                                                                                                                         |                       |    |
| 3.5   | Tax reference number                                                                                                                                                |                       |    |
| 3.6   | VAT registration number                                                                                                                                             |                       |    |
| Note  | <i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4</i> |                       |    |
| 3.7   | Are you presently in the service of the state?                                                                                                                      | Yes                   | No |
|       | If yes, please furnish particulars:                                                                                                                                 |                       |    |
| 3.7.1 | Name of director                                                                                                                                                    |                       |    |

| No.    | Information                                                                                                                                                                                                                                         | Please provide detail |    |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----|
|        |                                                                                                                                                                                                                                                     |                       |    |
| 3.7.2  | Service of state organization                                                                                                                                                                                                                       |                       |    |
| 3.8    | Have you been in the service of the state for the past twelve months?<br><br>If yes, please furnish particulars:                                                                                                                                    | Yes                   | No |
| 3.8.1  | Name of director                                                                                                                                                                                                                                    |                       |    |
| 3.8.2  | Service of state organization                                                                                                                                                                                                                       |                       |    |
| 3.9    | 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?<br><br>If yes, please furnish particulars:                               | Yes                   | No |
| 3.9.1  | Name of person in the service of state                                                                                                                                                                                                              |                       |    |
| 3.9.2  | Relationship                                                                                                                                                                                                                                        |                       |    |
| 3.10   | 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?<br><br>If yes, please furnish particulars: | Yes                   | No |
| 3.10.1 | Name of person in the service of state                                                                                                                                                                                                              |                       |    |
| 3.10.2 | Relationship                                                                                                                                                                                                                                        |                       |    |
| 3.11   | <i>Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?</i><br><br>If yes, please furnish particulars:                                                                           | Yes                   | No |

| No.    | Information                                                                                                                                                                                                                                                     | Please provide detail |    |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----|
| 3.11.1 | Name of director                                                                                                                                                                                                                                                |                       |    |
| 3.11.2 | Service of state organization                                                                                                                                                                                                                                   |                       |    |
| 3.12   | Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the company?<br>If yes, please furnish particulars:                                                                           | Yes                   | No |
| 3.12.1 | Name of director                                                                                                                                                                                                                                                |                       |    |
| 3.12.2 | Name of relative                                                                                                                                                                                                                                                |                       |    |
| 3.12.3 | Relationship                                                                                                                                                                                                                                                    |                       |    |
| 3.13   | 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 business whether or not they are related to the company?<br>If yes, please furnish particulars: | Yes                   | No |
| 3.13.1 | Name of director                                                                                                                                                                                                                                                |                       |    |
| 3.13.2 | Related company                                                                                                                                                                                                                                                 |                       |    |

| No.   | Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Please provide detail |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Note: | <p>SCM Regulations:</p> <p>“<sup>1</sup>In the service of the state” means to be –</p> <ul style="list-style-type: none"> <li>(a) a member of – <ul style="list-style-type: none"> <li>(i) any municipal council;</li> <li>(ii) any provincial legislature; or</li> <li>(iii) the national Assembly or the national Council of provinces;</li> </ul> </li> <li>(b) a member of the board of directors of any municipal entity;</li> <li>(c) an official of any municipality or municipal entity;</li> <li>(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);</li> <li>(e) a member of the accounting authority of any national or provincial public entity; or</li> <li>(f) an employee of Parliament or a provincial legislature.</li> </ul> <p>“<sup>2</sup> Shareholder” 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.</p> |                       |

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

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |

#### 5. I, the undersigned certify that the information furnished on this declaration form is correct.

|                                                                                       |                                           |
|---------------------------------------------------------------------------------------|-------------------------------------------|
| I accept that the state may act against me should this declaration prove to be false. |                                           |
| <b>NAME OF REPRESENTATIVE</b>                                                         | <b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b> |
|                                                                                       |                                           |
| <b>DATE</b>                                                                           | <b>CAPACITY</b>                           |
|                                                                                       |                                           |

## MBD 6.2

### DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

#### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedti.gov.za/industrial development/ip.jsp> at no cost.**

1.6. A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## 2. Definitions

2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

| <u>Description of services, works or goods</u> | <u>Stipulated minimum threshold</u> |
|------------------------------------------------|-------------------------------------|
| _____                                          | _____ %                             |
| _____                                          | _____ %                             |
| _____                                          | _____ %                             |

4. Does any portion of the services, works or goods offered have any imported content?  
(**Tick applicable box**)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on **www.reservebank.co.za**.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

| <b>Currency</b> | <b>Rates of exchange</b> |
|-----------------|--------------------------|
| US Dollar       |                          |
| Pound Sterling  |                          |
| Euro            |                          |
| Yen             |                          |
| Other           |                          |

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?  
(**Tick applicable box**)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor: .....  
 (b) Practice number: .....  
 (c) Telephone and cell number: .....  
 (d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Municipality / Municipal Entity):  
.....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder  
entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c)The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

|                                                                    |   |
|--------------------------------------------------------------------|---|
| Bid price, excluding VAT (y)                                       | R |
| Imported content (x), as calculated in terms of SATS 1286:2011     | R |
| Stipulated minimum threshold for local content (paragraph 3 above) |   |
| Local content %, as calculated in terms of SATS 1286:2011          |   |

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## BIDDER'S INFORMATION

(JPC MBD 7.1)

|                                   |                                 |       |  |
|-----------------------------------|---------------------------------|-------|--|
| Name of Bidder                    |                                 |       |  |
| ID /Passport/ Registration Number |                                 |       |  |
| Nature of bidder<br>(tick one)    | Natural Person/ Sole Proprietor |       |  |
|                                   | School/NGO/Trust                |       |  |
|                                   | Company/ CC/ Partnership        |       |  |
|                                   | Joint Venture (JV)              |       |  |
| Postal Address                    |                                 | Tel   |  |
|                                   |                                 | Cell  |  |
|                                   |                                 | Email |  |
|                                   |                                 | Fax   |  |

### BIDDER BANKING DETAILS

|                           |  |
|---------------------------|--|
| Name of bidder's Banker   |  |
| Contact details of banker |  |

| Please indicate how you became aware of the invitation to submit this Proposal |  |                  |  |
|--------------------------------------------------------------------------------|--|------------------|--|
| The Star                                                                       |  | JPC Web site     |  |
| Sowetan                                                                        |  | E- Tenders       |  |
| JPC Social Media Accounts                                                      |  | JPC notice board |  |

I, the undersigned certify that the information furnished on this declaration form is correct.

|                                                                                       |                                 |                  |
|---------------------------------------------------------------------------------------|---------------------------------|------------------|
| I accept that the state may act against me should this declaration prove to be false. |                                 |                  |
| <b>NAME OF REPRESENTATIVE</b>                                                         | <b>AUTHORIZED (UNDERSIGNED)</b> | <b>SIGNATURE</b> |
|                                                                                       |                                 |                  |
| <b>DATE</b>                                                                           | <b>CAPACITY</b>                 |                  |

## DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)

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:
  - 3.1. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - 3.2. been convicted for fraud or corruption during the past five years;
  - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - 3.4. 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   | <p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the accounting officer / authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> and can be accessed by clicking on its link at the bottom of the home page</b></p> | Yes | No |
| 4.1.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |    |

| Item  | Question                                                                                                                                                                                                                                                                                                                                                                                                   | Yes | No |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 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)?<br><b>The Register for Tender Defaulters can be accessed on the National Treasury's website <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> by clicking on its link at the bottom of the home page.</b> | Yes | No |
| 4.2.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                |     |    |
| 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 | No |
| 4.3.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                |     |    |

I, the undersigned certify that the information furnished on this declaration form is correct.

|                                                                                       |                                           |
|---------------------------------------------------------------------------------------|-------------------------------------------|
| I accept that the state may act against me should this declaration prove to be false. |                                           |
| <b>NAME OF REPRESENTATIVE</b>                                                         | <b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b> |
|                                                                                       |                                           |
| <b>DATE</b>                                                                           | <b>CAPACITY</b>                           |
|                                                                                       |                                           |

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

(MBD 9)

1. This municipal bidding document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - 3.1. take all reasonable steps to prevent such abuse;
  - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid.

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Municipality / Municipal Entity)

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<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 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.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## BID SPECIFICATION

(JPC MBD 10)

### 1. INTRODUCTION

The City of Joburg Property Company SOC Limited (“**JPC**”) is seeking to establish a suitable qualified panel of suppliers to be included in the JPC panel of Suppliers to supply and deliver Personal Protective Equipment (PPE) to be utilised on an as and when required basis for a period of three (3) years from the date of appointment onto the panel.

### 2. PURPOSE AND OBJECTIVE

The purpose of these Terms of Reference is to establish a panel of qualified service providers to supply and deliver Personal Protective Equipment (PPE) to JPC on an “as and when required” basis, ensuring compliance with all applicable legislation, standards, and internal policies.

### 3. SCOPE OF WORK

1. The successful Bidder/s of POP01/2027FY/JPC will be required to supply and deliver the described personal protective equipment (PPE) in a satisfactory manner at the head office, as and when required basis. The Bidder is expected to ensure the following:
  - that the order is compliant with the Occupational Health and Safety Act (Act 85 of 1993) and relevant SANS, ISO, or EN standards as adopted by SABS
  - provide quality PPE as per specification
  - to brand the PPE as per specification
  - to do the embodiment/logo at the back/front of the PPE as per the specification
  - to ensure that the sizes are correct
  - to mitigate the risk of wrong branding/sizes
  - All jackets (including the overall jackets), house coats, golf T-Shirts, and headgear must be branded.

**THE PPE LIST IS NOT LIMITED TO THE BELOW AND JPC RESERVES THE RIGHT TO ADD ITEMS NOT INCLUDED IN THE LIST IF THE NEED ARISES**

**THE LISTED ITEMS BELOW IS PROVIDED AS A GUIDE AND FOR INFORMATION ON THE ITEMS THAT WILL BE NEEDED BY JPC.**

#### JPC PPE LIST

| NO | ITEM                                 | DESCRIPTION                                                                                          | TYPE    | SIZE      |
|----|--------------------------------------|------------------------------------------------------------------------------------------------------|---------|-----------|
| 1. | Two piece uniform with reflectors    | Versatex reflective work jacket, CJ77HT /20/07 – VERSATEX 65/35 Polycotton Twill, colour: Navy Royal | Jackets | All sizes |
| 2. | Two piece colour combination uniform | Trimmed with Versatex reflective work trousers, CJ77HT /20/07 – VERSATEX                             | Trouser | All sizes |

|    |                                              |                                                                                                                                                                                                                                                                                                                           |                     |           |
|----|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------|
|    |                                              | 65/35 Polycotton Twill, colour: Navy Royal                                                                                                                                                                                                                                                                                |                     |           |
| 3. | House dust coats with reflectors             | Versatex reflective work house coat, CP77HT/20/02, Versatex 65/35 Polycotton Twill, colour : Navy Royal                                                                                                                                                                                                                   | House coats         | All sizes |
| 4. | Two piece colour combination uniform         | Versatex women's work skirt, Polycotton Twill, Navy Royal                                                                                                                                                                                                                                                                 | Navy Royal, branded | All sizes |
| 5  | Protective safety Shoes (Men / Women) Winter | Heavy wear core, safety boots A rugged hard-wearing safety boots, double density PU sole, heat resistance up to 95 degrees C, a steel toe cap, padded below the tongue for extra comfort, genuine leather upper, SANS/ ISO20345/ antistatic                                                                               | Black               | All sizes |
| 6  | Utility safety Shoes (Men) Summer            | High durable double barton print buffalo letter upper, padded tongue and collar for added comfort, wide profile, carbon print steel toe cap, complying with the EN20345 standards, dual density polyurethane sole, comfortable, slip, oil and acid resistant outer sole, anti-static insole, moisture wicking mesh lining | Black               | All sizes |
| 7  | Safety boots for women (Summer)              | Single density sole / heat resistant up to 95 degrees C, steel toe cap, four pair eyelet lace up, full grain leather upper, padded collar and tongue for extra comfort, SANS/ISO 20345 antistatic                                                                                                                         | Black               | All sizes |
| 8. | Safety shoes for women (Winter)              | Single density sole / heat resistant up to 95 degrees C, steel toe cap, four pair eyelet lace up, full grain leather upper, padded collar and tongue for extra comfort, SANS/ISO 20345 antistatic                                                                                                                         | Black               | All sizes |
| 9  | General Purpose Gumboots (Man)               | Extra length general-purpose gumboot offering comfort and                                                                                                                                                                                                                                                                 | Black               | All sizes |

|    |                                                           |                                                                                                                                                                                                                                                                                                               |             |           |
|----|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
|    |                                                           | flexibility for peak performance in hard working, wet conditions. Recycled SABS approved                                                                                                                                                                                                                      |             |           |
| 10 | General Purpose Gumboots (Woman)                          | Extra length general-purpose gumboot offering comfort and flexibility for peak performance in hard working, wet conditions. Recycled SABS approved                                                                                                                                                            | Black       | All sizes |
| 11 | 100% Cotton T-Shirt or Golf Shirts                        | 100% Cotton Pique Knit, Golfer T Shirts, branded                                                                                                                                                                                                                                                              | Unisex Navy | All sizes |
| 12 | Raincoats especially for Women wearing housecoats, skirts | Stay dry in extra length garment with a back vent, clear side panels in hood, heat-sealed seams for improved water resistance, concealed elasticised storm cuffs, stowaway hood with a draw cord, two large concealed front pockets and up to knee length.                                                    | Navy        | All sizes |
| 13 | Rain suits                                                | Clear side panels in good, posted seams for extra strength, heat sealed seams for improved water resistance, concealed elastic storm cuffs, stop away hood with draw cord, draw cord in jacket hem, ankle poppers for adjustable trouser hem, elasticised waistband, YKK zip.                                 | Unisex      | All sizes |
| 14 | Freezer Jacket and trousers (Winter)                      | Fully waterproof outer with all seams tape sealed, flap behind zip forms a thermal and moisture barrier, two lower pockets and left breast pocket, detachable hood, angle cut sleeves provides a comfortable upper body fit, heavy duty plastic moulded zip. For Cleaners exposed to cold weather conditions. | Unisex      | All sizes |
| 15 | Winter Womens packable jacket                             | 100% polyester fabric, cushioned collar for added                                                                                                                                                                                                                                                             | Women Navy  | All sizes |

|    |                                  |                                                                                                                                                                                                                                                                         |                   |                    |
|----|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------|
|    |                                  | comfort and support, lip elastic at hem and cuff, YKK zip, vertical quilted side panel, quilted fabric inside pockets with bound edges.                                                                                                                                 |                   |                    |
| 16 | Winter Men's packable jacket     | 100% polyester fabric, cushioned collar for added comfort and support, lip elastic at hem and cuff, YKK zip, vertical quilted side panel, quilted fabric inside pockets with bound edges.                                                                               | Men's Navy        | All sizes          |
| 17 | Windbreakers                     | A windbreaker, with a thin fabric jacket designed to resist wind chill and light rain, making it a lighter version of the jacket. Lightweight construction and characteristically made of a synthetic material.<br><br>For Cleaners exposed to cold weather conditions. | Unisex Navy       | All sizes          |
| 18 | Winter beanies (Hats)            | For Cleaners exposed to cold weather conditions                                                                                                                                                                                                                         |                   | One sizes fits all |
| 19 | Summer Strawhats / Legendary hat | 100% cotton, with metal eyelets, self-colour top stitching, 8cm brim with bound edge, tonal embroidery.<br><br>For Cleaners Exposed To Hot Weather Conditions                                                                                                           |                   | One sizes fits all |
| 20 | Safety Goggles                   | In line with the covid 19 regulations, especially for the cleaners at the hostels and taxi ranks that's facing weather conditions Preferable the face                                                                                                                   |                   | One sizes fits all |
| 21 | Long Socks                       | Long ankle socks 60% cotton and 38% polyamide and 2% elastane                                                                                                                                                                                                           | Navy / Royal blue | All sizes          |
| 22 | Short socks                      | short sock 60% cotton and 38% polyamide and 2% elastane                                                                                                                                                                                                                 | Navy / royal blue | All sizes          |

|    |                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |           |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------|
| 23 | Versatex Hat                                                                                                                                                                                                                                                                                                                                                   | Versatex Hat, Polycotton, embroidered, antique brass eyelets for airflow.                                                                                                                                                                                                                                                                                                                                                                                 | Navy Royal blue | All sizes |
| 24 | Versatex Cap                                                                                                                                                                                                                                                                                                                                                   | Versatex Cap, polycotton twill, embroidered                                                                                                                                                                                                                                                                                                                                                                                                               | Navy Royal blue | All sizes |
| 25 | <p>Navy - two piece uniform: <u>jacket</u></p> <p>The jackets must be embroidered with the JPC <u>Logo on the front left pocket</u> and <u>Facility Maintenance</u> to the back.</p> <p>(All logos/lettering is to be in compliance to the standards set by our JPC Marketing department and must be approved by JPC before completing the required order)</p> | <p>Versatex 65/35 poly cotton twill Navy conti Jacket - triple stitched</p> <p>65/35 poly cotton; 230gm</p> <p>Triple needle stitched; chest pocket on left hand side with press stud closure and pen division. 2 x Large front pockets, concealed YKK Zip; side slits for ease of movement – bar tacks on stress points for extra strength.</p> <p>50mm VisLite 080 yellow &amp; silver reflective tape for increased visibility to each arm sleeve.</p> | Navy Royal Blue | All sizes |
| 26 | Navy - two piece uniform: cargo trousers                                                                                                                                                                                                                                                                                                                       | <p>Versatex 65/35 poly cotton twill - triple stitched.</p> <p>65/35 poly cotton 230gm.</p> <p>2 x Cargo pockets, one with cell phone division and both with loop closure on flaps / 2 back pockets one with hook and loop closure / coin pocket / triple needle stitching on all seems for extra strength / concealed YKK zip and bar tacks on stress points.</p> <p>50mm VisLite 080 yellow &amp; silver reflective tape for</p>                         | Navy Royal Blue | All sizes |

|    |                           |                                                                                                                                                                                                                                                              |          |           |
|----|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|
|    |                           | increased visibility to each leg pipe.                                                                                                                                                                                                                       |          |           |
| 27 | Workpro shoe black        | uni-sex , soft toe casual work shoe / full grain leather, water resistant action upper leather, breathable and abrasion resistant Taibrelle / lightweight double density PU sole / high durability, slip and oil resistant outsole                           | Black    | All sizes |
| 28 | Lo-top shoe charcoal      | uni-sex, high quality leather / wide profile steel toe cap / breathable and abrasion resistant Taibrelle / lightweight double density PU sole / highly durable, slip and oil resistant outsole / SABS/ISO20345 / anti-static – for Line Managers and drivers | Charcoal | All sizes |
| 29 | Neoflex safety boot black | unisex boot all leather upper and tongue / double density PU/PU sole / heat resistant up to 95 degrees / steel tor cap / energizer top sock for additional comfort / full grain leather upper - to form part of uniform for depots trade workers             | Black    | All sizes |
| 30 | Neoflex safety shoe black | unisex boot all leather upper and tongue / double density PU/PU sole / heat resistant up to 95 degrees / steel tor cap / energizer top sock for additional comfort / full grain leather upper - to form part of uniform for depots trade workers             | Black    | All sizes |
| 31 | Navy anklet sock          | 60% cotton / 38% polyamide / 2% elastane.<br><br>Antibacterial treated to prevent the development of foot fungus and odour / extra fine toe seam for added comfort / reinforced heel and toe for durability / half                                           | Navy     | All sizes |

|    |                                               |                                                                                                                                                                                                                                                       |      |           |
|----|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------|
|    |                                               | cushioned for wearer comfort / elastic band to hug sock to foot, preventing slipping                                                                                                                                                                  |      |           |
| 32 | Ultimate golfer navy                          | 100%cotton Piquet knit, 220grms with rib collar / side slits with bar tacks / regular fit for comfort / top stitching on the arm holes and shoulder seams / specialized placket / bioblast technology                                                 | Navy | All sizes |
| 33 | Womans golfer navy                            | 100%cotton Piquet knit, 220grms self-fabric collar / side slits with bar tacks / pocket on left chest / specialized and narrowed placket / bioblast technology.                                                                                       | Navy | All sizes |
| 34 | Legendary long sleeve denim one pocket shirt  | 135grms/4.5oz 100% denim in sizes S – 5xl; navy blue in modern fit, extra length curved hem; single chest pocket; double needle posting on side seems; bar tacks on stress point for extra strength. (Issued as uniform for all depots line managers) | Navy | All sizes |
| 35 | Legendary short sleeve denim one pocket shirt | 135grms/4.5oz 100% denim in sizes S – 5xl; navy blue in modern fit, extra length curved hem; single chest pocket; double needle posting on side seems; bar tacks on stress point for extra strength. (Issued as uniform for all depots line managers) | Navy | All sizes |
| 36 | Blue mens work jeans                          | 100% cotton denim, weight 12 ounce; in sizes 28 – 50; triple needle stitching on all seems; indigo ring-spun denim; two large back pockets; concealed brass YKK zip; industrial wash                                                                  | Blue | All sizes |

|    |                                                      |                                                                                                                                                                                                                                 |        |               |
|----|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------|
| 37 | PW VS 9390 anti-fog clear eye protection wear        | 9 base lens / hard coat / light weight / soft nose pad / soft temple tip – issued with uniform                                                                                                                                  |        |               |
| 38 | Pw leather wrist weld lined green glove              | Gunn cut, wing thumb fully cotton lined, sewn with syntax thread, welted hand and material bound cuff – suitable for welding operations.                                                                                        | Green  | Standard size |
| 39 | Pw leather cowhide glove                             | Yellow, general purpose glove wrist length – all trades                                                                                                                                                                         | Yellow | Standard size |
| 40 | Pw leather nappa glove                               | Yellow, general purpose glove wrist length – electricians                                                                                                                                                                       | Yellow | Standard size |
| 41 | Pw n1501 nitrafit wrist length green 5 pack          | 13 gauge polyester shell glove with nitrile coating / abrasive resistant / oil proof , anti- acid and anti -alkali penetration resistant flexible for comfort – general purpose                                                 | Green  | All sizes     |
| 42 | FFP2 valve mask                                      | disposable packs of 20                                                                                                                                                                                                          |        | M & L         |
| 43 | PWH2101 HPPE cut resistant 5 grey wrist length glove | 13 gauge level 5 HPPE shell with black nitrile coating / smooth finish / high grade cut resistance / elastic and comfort / oil proof and ant-alkali penetration resistance in size 9 – suitable for all trade workers / drivers |        | Standard size |
| 44 | PW leather wrist weld lined green glove              | Gunn cut, wing thumb fully cotton lined, sewn with syntax thread, welted hand and material bound cuff – suitable for welding operations – standard size.                                                                        |        | Standard size |
| 45 | PW leather wrist length apron palm grey glove        | double layer palm for extra protection – suitable for builders, carpenters and general workers                                                                                                                                  |        | Standard size |
| 46 | PW PVC elbow red standard size glove                 | cotton interlocking shell with smooth PVC coating / fully coated / anti-slip, abrasion and chemical resistant / oil proof,                                                                                                      |        | Standard size |

|    |                                                                         |                                                                                                                                                                                                                                                                                                                       |  |                          |
|----|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|
|    |                                                                         | anti-acid and anti-alkali penetration resistance – suitable for plumbers.                                                                                                                                                                                                                                             |  |                          |
| 47 | Elite Anti-Fog goggle                                                   | Robust design/ soft seal with adjustable headband / impact resistant – anti fog. (Given to employees where work requires protection from glass and debris falling protecting whole eye area)                                                                                                                          |  |                          |
| 48 | PW VS 9390 silver indoor / outdoor eye protection wear                  | 9 base lens / mirror finish / hard coat / lightweight / soft nose pad / soft temple tip<br><br>(This silver lens is a high performance lens and provides protection against most commonly encountered hazards found in our work environment general safety glasses – issued with uniform)                             |  |                          |
| 49 | PW VS 9390 shade 3 green eye protection wear                            | 9 base lens / hard coat / light weight / soft nose pad / soft temple tip.<br><br>(This eye protection suited for welding applications)                                                                                                                                                                                |  |                          |
| 50 | Smartfit corded earplugs single corded in containers / standard, orange | In Hear pack storage case / unique detachable cord system.<br><br>(These necessary for all trade workers; line managers / staff working in environments where there are continuous noise levels above those that are acceptable)<br><br>Spare earplugs are to be kept in stock at all times at the various work sites |  |                          |
| 51 | Versatex 65/35 Polycotton Twill Navy blue 6 panel peak cap              | Velcro adjustable strap at back / embroidered to front with Joburg / JPC logo and back                                                                                                                                                                                                                                |  | Standard issues to males |

|    |                                                         |                                                                                                     |                  |                          |
|----|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------|--------------------------|
|    |                                                         | with Facility Management – issued with uniform                                                      |                  |                          |
| 52 | Versatex 65/35 Polycotton Twill Navy blue soft brim hat | embroidered to front with Joburg / JPC logo and back with Facility Management – issued with uniform |                  | Standard issues to males |
| 53 | Reflective jackets                                      | Reflective sleeveless jacket                                                                        | Green and orange | All sizes                |

#### 4.SERVICE AND REQUIREMENTS

- That the PPE to be sourced, should be locally manufactured, proudly South African products.
- Confirmation that the PPE are SABS /SANS approved.

#### 5. SPECIAL CONDITIONS

- **A MAXIMUM OF ten (10) SERVICE PROVIDERS WILL BE APPOINTED ON THE PANEL**
- RFQ's will be advertised on the JPC website for a minimum of 7 days, (only service providers appointed to the panel will be allowed to submit).
- The request for quotations will be sourced on an as and when required basis from panel in terms of JPC SCM Policy guidelines
- The appointed suppliers will be required to deliver the PPE at JPC head office.

The panel appointment shall be valid for **36 months (3 years)** . Orders will be placed as and when required during this period.

## EVALUATION CRITERIA

(JPC MBD 11)

### BIDS WILL BE EVALUATED AS FOLLOWS:

#### 1. DISQUALIFICATION CRITERIA

Non-attendance of the compulsory briefing session

#### 2. COMPLIANCE CRITERIA BEFORE AN AWARD IS MADE TO THE SUCCESSFUL BIDDER

- 2.1. Valid Tax Compliant Verification PIN number issued by South African Revenue Services (SARS).
- 2.2. Proof of registration of the Bidder as follows:
  - Natural persons- certified copy of ID document/ passport (**NB: certified ID or passport copies should not older than six (6) months. Smart card IDs must be printed on both sides**)
  - Partnership- copy of Partnership Agreement plus IDs of all partners
  - Company- current CM29/COR 20.1
  - Close Corporation- current copy of CK1 and/or CK2C and/or COR 20.1
  - Trust- letter of appointment from the Master of the High Court of SA and deed of trust
  - JV/Consortium- JV/Consortium Agreement plus CIPC and/or ID documents of all JV/Consortium partner.
- 2.3. Entity BBBEE Certificate or JV/Consortium Consolidated BBBEE Certificate or Sworn Affidavit.
- 2.4. Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the individual / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up-to-date municipal account cannot be submitted / valid lease agreement.
- 2.5. Up- to-date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Entity / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up-to-date municipal account cannot be submitted / valid lease agreement.
- 2.6. Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Director (s) or Member (s) / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up-to-date municipal account cannot be submitted / valid lease agreement.
- 2.7. In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit all required documentation, a JV / Consortium agreement and a consolidated B-BBEE Certificate.
- 2.8. Central Supplier Database (CSD) registration not older than 30 days on tender closing date.
- 2.9. Company resolution for bid signing powers

2.10. The following documents must be completed and duly signed:

- Declaration of interest in MBD 4;
- Declaration of the Bidder's Past Supply Chain Practices in MBD 8;
- Certificate of Independent Bid Determination in MBD 9; and
- Bidders Information in JPC MBD 7.1

If the entity or any of its directors are listed on the National Treasury register of defaulters, the bid will be rejected.

## STAGE 1: TECHNICALITY / FUNCTIONALITY EVALUATION

Bids will be evaluated in order to establish whether they meet the minimum required thresholds for functionality. In this regard, bidders are required to achieve a functional score of not less than 70 points out of 100.

| NO. | FUNCTIONALITY                                                                                                                                                                                                                                                                                                                                                                                                                                            | WEIGHT | EVIDENCE                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <p><b>PRODUCT QUALITY &amp; COMPLIANCE</b></p> <p>Bidding entity to provide required evidence, to ensure that the PPE procured will be of desired quality and meets specifications in terms of SABS/SANS certification.</p> <p>(a) All products certified; Bidder submits valid SABS/SANS or equivalent certificates for 100% of the PPE items listed on the tender document on <b>MBD 10</b> (= 20 points)</p> <p>(b) No certification (= 0 points)</p> | 20     | <p>Bidder to submit SABS/SANS valid certificates on the day of submission, Conformity certificates, Technical Data Sheets, Material Safety Data Sheets (MSDS) for the PPE items listed on the document by their supplier/manufacturers.</p> <p>If bidder fails to provide relevant evidence the bidder will be scored a zero</p>                                                                  |
| 2.  | <p><b>MODE OF TRANSPORTATION FOR DELIVERY</b> (Minimum 1 ton van / bakkie)</p> <p>(a) Proof of ownership of mode of transport that will be utilised for safe delivery of PPE in the form of a 1 ton LDV and/or larger delivery <b>(10 points)</b></p> <p>(b) Proof of lease agreement of a 1 ton LDV and/or larger delivery <b>(10 points)</b></p>                                                                                                       | 10     | <p>(a) Proof of valid Vehicle registration documents in the Bidding Entity name.</p> <p>(b) Letter from third party confirming leasing of minimum 1 ton van LDV and or larger delivery vehicle / bakkie by the Bidding Entity with the Vehicle registration documents.</p> <p>In the case that the vehicle is registered under the Bidder's director, proof of registration must be provided.</p> |

| NO. | FUNCTIONALITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | WEIGHT | EVIDENCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | (c) No proof provided (0 points)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        | (c) If bidder fails to provide relevant evidence the bidder will be scored a zero.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3.  | <b>DELIVERY TURN AROUND TIME</b><br><br>Bidder to submit a detailed turnaround timelines plan, indicating the delivery turnaround time after receipt of the order for an indicative of approximately 1 600 employees.<br><br>Points will be allocated as follows: <ul style="list-style-type: none"> <li>• Delivery time up to 30 days from date of order and less = (20) points</li> <li>• Delivery time up to 40 days from date of order =(10)</li> <li>• Delivery time not indicated or in excess of 40 days = (0)</li> </ul>                                              | 20     | Bidder must submit a written signed undertaking from manufacturer/Supplier on company letterhead stating average delivery lead time after receiving order<br><br><b>NB:</b> If bidder fails to provide delivery time or if delivery times are in excess of 40 days the bidder will be scored a zero (0).                                                                                                                                                                                                                                                                                     |
| 4   | <b>YEARS AND EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Bidder's Experience in execution of large quantity orders for (PPE) within the past five (5) years (20)               <ul style="list-style-type: none"> <li>- 5 reference letters as required = (20 points)</li> <li>- 4 reference letters as required = (15 points)</li> <li>- 3 reference letters as required = (10 points)</li> <li>- 2 reference letters as required = ( 5 points)</li> <li>- 1 reference letter as required = (2 points)</li> <li>- No reference letter = 0</li> </ul> </li> </ul> | 20     | Bidder must submit the following: <ul style="list-style-type: none"> <li>• signed letters of reference</li> <li>• completion certificates or purchase orders</li> <li>• Copies of relevant contracts on client letterhead proving supply of large quantities of PPE. The letters should indicate current contactable references with their contact numbers and addresses.</li> </ul> <b>NB:</b> Bidders will be scored zero (0) points should the letter of reference not have all of the above information including contracts (not on the client's letterhead, no contactable references). |

| NO. | FUNCTIONALITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | WEIGHT     | EVIDENCE                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5   | <p><b>FINANCIAL CAPABILITY</b></p> <ul style="list-style-type: none"> <li>The Bidder to demonstrate funding and/or availability/access to a credit facility with suppliers/manufactures in relation to the supply of PPE by providing proof of the following: <ul style="list-style-type: none"> <li>Proof of access to credit availability/funding of R 2 000 000 or more (30 points)</li> <li>Proof of access to credit availability/funding of R 1 500 000 to R1 999 999 (20 points)</li> <li>Proof of access to credit availability/funding of R 1 499 000 to R1 000 000 (15 points)</li> <li>Proof of access to credit/funding of R500 000 to R 999 999 (10 points)</li> </ul> </li> </ul> <p><b>Failure to provide proof of credit facility availability/funding with suppliers/manufacture will result in the bidder scoring zero (0)</b></p> | 30         | <p>Signed or stamped Approved credit facility letter from the Bidder's Manufacturer / Supplier in relation to PPE OR</p> <p>Signed or stamped Bidder's Bank Statement showing available funds. (statement not older than 60 days on date of closing)</p> <p><b>NB: that no bank codes will be accepted.</b></p> <p><b>Failure to submit all required signed or stamped documents will score zero (0) points</b></p> |
|     | <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>100</b> |                                                                                                                                                                                                                                                                                                                                                                                                                     |

**NB: JPC reserves the right to verify the validity of all supporting documents.**

Following the functionality assessment, a maximum of ten (10) highest-scoring bidders will be recommended for award, subject to verification of compliance and due diligence.

In the event of a scoring deadlock (i.e., more than 10 bidders pass the minimum threshold of 70 points and/or two or more bidders obtain identical total scores at the tenth position), the following tie-breaking mechanism shall apply sequentially:

1. Preference will be given to the bidders with the highest scores for functionality.
2. Should the above criteria result in a continued tie, the final determination shall be made through a transparent random selection process as set out in the Preferential Procurement Regulations of 2022, conducted in the presence of Supply Chain Management (SCM), Internal Audit representatives and BEC to ensure fairness, transparency, and compliance with applicable regulatory frameworks.
3. This evaluation mechanism is designed in accordance with the principles of fairness, competitiveness, transparency, cost-effectiveness, and equity as prescribed under the Municipal Finance Management Act (MFMA), 2003 (Act No. 56 of 2003), the Municipal Supply Chain Management Regulations (2005), and the Preferential Procurement Regulations (2022).

## STATEMENT OF BIDDERS YEARS/ EXPERIENCE

(JPC MBD 12)

NAME OF BIDDER: .....  
 BID NO.: .....

- Bidder's Experience in execution of large quantity orders for (PPE) (20)

|   | NAME OF REFERENCE | VALUE OF WORK COMPLETED | YEAR OF SERVICE | CONTACT DETAILS OF REFERENCE |
|---|-------------------|-------------------------|-----------------|------------------------------|
| 1 |                   |                         |                 |                              |
| 2 |                   |                         |                 |                              |
| 3 |                   |                         |                 |                              |
| 4 |                   |                         |                 |                              |
| 5 |                   |                         |                 |                              |
|   | TOTAL             |                         |                 |                              |

**NB: Only the associated reference letters listed above will be considered, and JPC will only consider these five (5) reference letters**

## STANDARD CONDITIONS OF SUBMISSION

(JPC MBD 13)

The following conditions apply to all bids submitted:

- All bids must be submitted in compliance with the Bid Specification specified in JPC MBD 11

## SUBMISSION OF PROPOSALS

- Bidder(s) are invited to submit their Proposals by completing the returnable Municipal Bidding Documents (MBDs) and JPCs' MBDs contained in this document.
- In this regard:
  - No other form of Proposal will be accepted. The MBDs must not be construed as an offer.
  - The Bidder(s) must submit the original plus scanned version of bidder's submission including all annexures/returnable in a USB clearly marked in bidder's name
  - All Proposal documentation received shall be deemed JPC property and shall not be returned or thus requested back by any Bidder.
- Proposals must be sealed, clearly marked with POS name and number, and addressed to The Chief Executive Officer, City of Joburg Property Company (SOC) Ltd
- Bidder's return address must be clearly indicated at the back of the envelope.
- The fully completed document with annexures must be submitted before the closing date specified on the front cover, and be deposited in the tender box made available by the Client Services Centre of:

The City of Joburg Property Company (SOC) Ltd  
33 Hoofd Street, Braamfontein  
Braampark office park, Forum I (One Building),  
A – Block, 3rd Floor (Entrance level)

- **PROPOSALS WHICH ARE NOT SUBMITTED IN A PROPERLY SEALED AND MARKED ENVELOPE AND DEPOSITED IN THE BOX BEFORE THE CLOSING DATE, WILL NOT BE OPENED.**
- **PROPOSALS WHICH ARE NOT SUBMITTED IN THE CORRECT FORMAT WITH ANNEXURES ATTACHED, DULY COMPLETED, INITIALLED AND SIGNED, WILL NOT BE CONSIDERED.**
- The information required in the MBDs must be provided accurately and honestly. All details provided by the Bidder(s) will be regarded as material representations, which JPC base the evaluation of the Proposal on. Any misrepresentation will be treated as material and will result in the disqualification of the Proposal by JPC. Bidders, who fail to provide such information to the satisfaction of JPC, will be disqualified.

## **OPENING OF PROPOSALS**

- Proposals will be opened immediately after the closing time on the closing date at the offices of JPC at the mentioned address. The POS number, and the name of each Bidder(s) will be announced and recorded in a register.
- Bidder's return address must be clearly stipulated or indicated on the back of the envelope.

## **EVALUATION OF PROPOSALS**

- JPC reserves the right to seek clarification or further information from Bidder(s) and to appoint suppliers to advise and verify information on aspects of the Proposals submitted in a manner that the JPC or its agent deems appropriate.
- The preferred Bidder(s) may be required to make presentations to JPC.
- The Bidder(s) shall be deemed to know and understand the content of the Proposal Call document and a submission of the MBDs will indicate the Bidder(s) unconditional acceptance of all the terms and conditions contained in the Proposal Call document.
- The Bidder(s) shall be deemed to have satisfied itself as to all of the conditions, procedures and performance and discharge of the obligations required in terms of the Proposal Call documents.
- The non-acceptance or variation of any of the conditions, or the inclusion of any other conditions in the Proposal Call document by the Bidder(s) will be treated as a qualified bid and will be disqualified
- The Proposal(s) will be evaluated by the JPC. JPC may accept any Proposal in whole or in part and is not bound to accept any Proposal
- Proposals will be evaluated using the evaluation criteria stated in JPC MBD 12.
- The Proposal(s) will be adjudicated by the JPC's Bid Adjudication Committee and awarded in terms of JPC's Supply Chain Management Policy for Goods and Services.
- JPC will not be held responsible or liable for any costs whatsoever and /or losses incurred or suffered by the Bidder(s) or any other party or parties for whatsoever reason as a result of the Proposal.
- Any Proposal in the name of a partnership or joint venture or consortium will, on acceptance, be deemed as joint and several agreements with all parties.
- All proposals shall remain valid for a period of **120 days** after the closing date, provided that bidders may extend the validity of the proposal on request of JPC.

## **RESOLUTIONS OF DISPUTES**

- Persons or bidders who are aggrieved by decisions or actions taken in the implementation of Supply Chain Management system or in the awarding of the bid, must within 20 (twenty) days

of the awarding of the bid, lodge a written complaint containing the details of the dispute arising to the Chief Executive Officer of JPC at the following address or telefax number:

3<sup>rd</sup> Floor (Entrance level), Forum 1, Braampark, 33 Hoofd Street, Braamfontein

- The written complaint must contain the following information:
  - The bid reference number;
  - The section of the Policy, Regulations or Act that has been violated;
  - The details of the violation;
  - The City Department or Municipal Owned Entity involved;
  - Relief sought.
- The Chief Executive Officer may appoint an independent person, from outside or within the City or JPC, to investigate and propose a dispute resolution mechanism to address the complaint. The person so appointed will be someone who was not involved in the transaction in question.

## **PROHIBITIONS**

- JPC will not, subject to such amendments to the Act and Regulations and any exemptions as the Minister may promulgate from time to time, award contracts to Bidder(s) who are owned directly or indirectly by the following categories of persons:-
  - defined as an employee or public servant in the service of the state working for Local, Provincial and National Government; or
  - defined as an employee in the service of a government owned entity including the municipal entities;
  - if the employee mentioned above is actively or inactively a director, manager or principal shareholder of the service provider concerned (refer to GN44 in GG 28411 of 18 January 2006 for the exemption);
  - is a member of the board of directors of a municipal entity within its area of jurisdiction (refer to GN44 in GG 28411 of 18 January 2006 for the exemption);
  - who is an advisor or consultant contracted to the JPC for the purposes of assisting JPC with defining of requirements, drafting of specifications or evaluation of the Proposals.
- JPC will not award Proposals to any Bidder(s) owned directly or indirectly by politicians serving as councillors for any municipality.
- JPC will not award Proposals to any Bidder(s) owned directly or indirectly by politicians serving in National Assembly, Provincial Legislatures and National Council of Provinces.
- Failure by the above-mentioned persons to comply with the above shall lead to cancellation of the contract.

### **CONSIDERATION OF PROPOSALS FROM CLOSE FAMILY MEMBERS OF PERSONS IN THE SERVICE OF THE STATE**

- JPC does not encourage awarding of contracts to close family members of employees in decision-making positions.
- The bidder must declare and state whether a spouse, child or parent of the bidder or of a director, manager or shareholder is in the service of the City of Johannesburg Municipality, the City of Joburg Property Company, or has been in the service of the state in the previous twelve months.
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### **GENERAL ENQUIRIES**

Only email enquiries will be accepted, such enquiries must be directed to [tenders@jhbproperty.co.za](mailto:tenders@jhbproperty.co.za)

## JPC STANDARD CONDITIONS OF APPOINTMENT

(JPC MBD 14)

1. **Appointment in Force and Authorised Signatories:** This appointment is considered to have come into force immediately after all the necessary signatures have been appended.
2. **Independent Contractor:** The Service Provider is appointed as an independent contractor and no contract of agency and/or employment is created. Save as may be expressly authorised by JPC from time to time in writing, the Service Provider shall not hold itself out to be the agent of JPC and/or commit JPC to any contract or obligation of whatever nature.
3. **Alterations:** Should circumstances arise which call for modifications of the appointment, these may be made by mutual consent given in writing. Proposals in this respect from one party shall be given due consideration by the other party.
4. **Assignment:** The Service Provider shall not without the prior written consent of JPC, cede or assign any of the benefits and obligations under this appointment.
5. **Sub-Contracts:** Any sub-contracts or modifications or termination thereof relating to the performance of the services by the Service Provider shall be made only with the prior written consent of JPC.
6. **Compliance with Laws, By-laws and Ordinance:** The Service Provider shall comply strictly with every applicable law, by-law and ordinance including every regulation, code of conduct or other directive to which the Service Provider may be subject in its professional capacity. In this regard, the Service Provider's particular attention is drawn to the requirements of the Occupational Health and Safety Act (OHSA) and its regulations as well as to the Financial Intelligence Centre Act (FICA).
7. **Insurance:** If applicable, the Service Provider shall at its own cost and expense maintain professional indemnity insurance and public liability insurance with an insurer approved of by JPC in an amount and for duration as specified in the letter of appointment to which these general conditions of appointment relate.
8. **Postponement and Termination:** JPC may give written notice to the Service Provider at any time of its intention to abandon the services, in whole or in part, or to terminate this appointment. The effective termination date of this appointment shall not be less than fourteen (14) days after receipt of such notice, or such other shorter or longer periods as may be agreed between the parties. Upon receipt of such notice, the Service Provider shall take immediate steps to bring the services to a close and to reduce expenditure to a minimum.  
  
Upon termination of the appointment the Service Provider shall deliver to JPC the originals of all documents in the possession of the Service Provider relating to and/or in connection with the appointment in both hard copy and (insofar applicable) electronic format.
9. **Force Majeure:** The Service Provider shall promptly notify JPC, in writing, of any situation or event arising from circumstances beyond its control and which he could not reasonably foresee, which makes it impossible for the Service Provider to carry out in whole or in part, his obligations under this appointment. Upon the occurrence of such a situation or event, the

10. services shall be deemed to be postponed for a period of time equal to the delay caused by the Force Majeure and a reasonable period not exceeding two weeks.
10. **Claims for Default:** Any claims for damages arising out of default and termination, shall be agreed between JPC and the Service Provider, or failing agreement, shall be referred to dispute resolution in accordance with clause 20.
11. **Rights and Liabilities of Parties:** *Termination of this appointment for whatever reason shall not prejudice or affect the accrued rights or claims and liabilities of either party to this appointment.*
12. **Confidentiality:** The Service Provider shall maintain all information relating to the appointment in the strictest confidence.
13. **Indemnity:** The Service Provider indemnifies JPC and holds JPC harmless against any loss or damage that may be suffered by JPC (including and without limiting the generality of the foregoing any claim that may be brought or threatened against JPC by any third party) arising from or by reason of the failure by the Service Provider to comply with its obligation in terms hereof.
14. **Skill, Care and Diligence:** The Service Provider shall exercise all reasonable skill, care and diligence in the performance of the services under the appointment and shall carry out all his responsibilities in accordance with recognised professional standards. If any documentation prepared or submitted by the Service Provider to JPC is approved by JPC such approval shall not limit the professional liability of the Service Provider in respect thereof. The Service Provider shall remain professionally liable in respect of such documentation notwithstanding the approval thereof by JPC.
15. **Faithful Advisor:** The Service Provider shall, in all professional matters, act as a faithful advisor to JPC and, in so far as his duties are discretionary, act fairly as between JPC and third parties.
16. **Indirect Payments:** The remuneration of the Service Provider charged to JPC, shall constitute his only remuneration in connection with the appointment and neither he nor his personnel shall accept any trade commission, discount, allowance or indirect payment or other consideration with or in relation to the appointment or to the discharge of his obligations thereunder.
17. **Royalties:** The Service Provider shall not have the benefit, whether directly or indirectly, of any royalty on or of any gratuity or commission in respect of any patented article or process used on or for the purposes of the appointment, unless it is agreed to by JPC in writing that he may.
18. **Ownership of Equipment, Materials, Supplies and Facilities:** Equipment, materials, supplies and facilities furnished to the Service Provider by JPC or purchased by the Service Provider with funds wholly supplied or reimbursed by JPC shall be the property of JPC and shall be so marked. Upon completion or termination of the services under this appointment, the Service Provider shall furnish to JPC, inventories of the equipment and materials referred to above as it then remains and dispose of same as directed by JPC.

**19. Copyright:** All copyright in and to all documents, plans, designs and other material of whatever nature prepared or produced by the Service Provider in the course and scope of its appointment shall be and remain vested in JPC for which purpose the Service Provider cedes to JPC all such copyright.

**20. Dispute Resolution:**

- a. Any dispute arising between the Parties in respect of this appointment shall in the first instance be referred in writing to the senior executives of the Parties by either Party for resolution. The senior executives of the Parties shall meet within five (5) business days.
- b. after receiving the aforesaid written referral and shall use their best endeavours to resolve the dispute within the time foregoing.
- c. If the senior executives fails to meet within five (5) business days after a dispute has been referred to them or fail to resolve the dispute within the time in paragraph (a) above, then either Party shall be entitled to immediately institute legal proceedings from a competent court.
- d. Notwithstanding anything to the contrary contained in this paragraph 20, any party shall be entitled to approach a competent court for an appropriate relief.

**21. Sequestration or Surrender of Service Provider's Estate**

In the event of an order being made for the sequestration of the Service Provider's estate, whether provisional or final, or in the event of an application being made for such order, or in the event of the Service Provider making application for the surrender of his estate, or if he shall enter into, make or execute any deed of assignment or other composition or arrangement with, or assignment for the benefit of his creditors, or purport to do so, or if the Service Provider, being a company, shall pass a resolution, or if the Court shall make an order for the liquidation of such company, the Council shall have the right, summarily and without recourse to law, to determine the contract without payment of any compensation to the Service Provider, and without prejudice to the right of the Council to sue the Service Provider for any damages sustained by it in consequence of one or other of the aforementioned events.

## **CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI) (JPC MBD 16)**

This section sets out how personal information will be collected, used and protected by the City of Joburg Property Company SOC Ltd (hereinafter referred to as “JPC”), 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 person, with reference to the bidder and its directors/shareholders/personnel, communicating with JPC 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 JPC may require relates to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

### **2. What is the purpose of the collection, use and disclosure (the processing) of personal information?**

JPC is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting initiatives to the City of Johannesburg Metropolitan Municipality;
- reporting all contracts awarded to National Treasury;
- 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 communication in respect of the tender/quotation submitted;
- complying with the law; and/or
- for a purpose that is ancillary to the above.
- for the evaluation and adjudication of Quotations, Request for Proposals and Panel of service providers
- posting all awards for Request for Proposals and Panel on the JPC website

Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

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### **3. How will JPC process personal information?**

JPC will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- directly from the individual
- through the documents submitted with the tender/quotation;
- from service providers who provided services or goods to JPC;
- from JPC's own records relating to previous supply of services or goods; and/or
- from a relevant public or equivalent entity.

### **4. To whom will personal information be disclosed?**

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (transborder flow of information), where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for.

In the event of another party/ies acquiring all of or a portion of JPC'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.

In respect of Request for Proposals and Panel to the Bid Evaluation and Adjudication Committee members

### **5. Consent and Permission to process personal information:**

I hereby agree with the policy and provide authorisation to JPC to process the personal information provided for the purpose stated:

- I understand that withholding of or failure to disclose personal information will result in JPC being unable to perform its functions and/or any services or benefits I may require from JPC.
- Where I shared personal information of individuals other than myself with JPC 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 JPC not responsible and harmless in respect of any claims by any other person on whose behalf I have consented, against JPC 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 JPC 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 JPC 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 JPC agrees to same in writing. JPC 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 JPC Information Officer/SCM
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify JPC so that our records may be updated. JPC 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 JPC may have in its possession and are entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:
  - the information comes under legal privilege in the course of litigation,
  - the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
  - giving access may cause a third party to refuse to provide similar information to JPC,
  - 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 JPC's information officer and SCM in writing as soon as the breach is discovered.

|            |       |
|------------|-------|
| Signature: | Date: |
|------------|-------|