



INVITATION TO BID

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS – TOWN PLANNING SERVICES HEALTH PROJECTS

ADVERT DATE: 15 September 2022

NON-COMPULSORY CLARIFICATION: DATE: N/A

CLARIFICATION MEETING: **THERE WILL BE NO COMPULSORY CLARIFICATION MEETING, HOWEVER BIDDERS ARE ENCOURAGED TO FORWARD THEIR QUERIES DIRECTLY TO THE EMAIL PROVIDED.**

CLOSING DATE: 29 September 2022

CLOSING TIME: 12H00

BID DESCRIPTION: RFQ FOR THE PROVISION OF TOWN PLANNING SERVICES FOR HEALTH PROJECTS

BID NUMBER: JDA/Town Planner_ Health

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

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

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

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

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

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

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

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

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

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

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement
Contact Person: Yandisa Dinga
Tel: 011 688 7811
E-mail: ydinga@jda.org.za

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Development Implementation
Contact Person: Pule Ratau
Tel: 011 688 7846
E-mail: pratau@jda.org.za

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

<p align="center">THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)</p>				
BID / RFQ NUMBER				
BID / RQP DESCRIPTION				
DISCIPLINE				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
EMAIL ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER	CODE		NUMBER	
FACSIMILE NUMBER	CODE		NUMBER	
VAT REGISTRATION NUMBER				
CSD SUPPLIER NUMBER¹				
COMPANY REGISTRATION NUMBER				
TAX VERIFICATION PIN				
TOTAL BID PRICE (Excluding Vat)		R		
TOTAL BID PRICE IN WORDS (Excluding Vat)				
SIGNATURE OF BIDDER				
CAPACITY UNDER WHICH THIS BID IS SIGNED				
DATE				

The following conditions will apply:

- A copy of a valid Tax Compliant Status Letter from SARS must be submitted. No award will be made to a service provider whose tax matters are not in order with the SARS.
- No award will be made to a service provider who is not registered on the National Treasury Central Supplier Database.
- An original and valid BBBEE status level verification certificate or a certified copy thereof must be submitted.
- **An EME must submit a sworn affidavit confirming the following :**
 - **Annual turnover revenue of R10 million or less; and**
 - **Level of black ownership**

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

- A copy of the bidder's latest municipal account in the name of the bidder or alternatively in the names of the directors / partners of the bidding entity must be submitted.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be exclusive of VAT.
- If the price quoted is above R 30 000 (inclusive of VAT), the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Framework Act (No. 5 of 2000).

Failure to comply with these conditions may invalidate your offer.

To all our stakeholders**RE: The channels of reporting fraudulent and Corrupt Activities**

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

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

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

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

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

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



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

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: TOWN PLANNING SERVICES FOR HEALTH PROJECTS

1. INTRODUCTION

The JDA is requesting proposals from experienced companies to render professional consulting services consisting of town planning specialists required for the site development and preparation of the health preparatory projects for a 36 period.

2. SCOPE OF WORK AND DELIVERABLES

- a) The town planner will be required to undertake all land regularisation requirements (e.g. Township Establishment Rezoning, Removal of Restrictions, consolidation, etc.) in respect of the selected site for construction of health facilities including but not limited to the following exercises:
 - Conduct site assessment in identifying project specific requirements based on design and need.
 - The preparation and completion of all applications, submission and obtaining approval in terms of the applicable Town Planning Scheme.
 - Based on the nature of the existing identified site, the service provider will be required to do Specialist Studies i.e. Traffic Impact Assessment, Environmental Impact Assessment, Geotechnical Study and other studies necessary to obtain approval for the development of the site.
 - All stakeholder consultation required in completing the application.
 - Approval and registration of suitable site with the SG Office and Deeds Office
- b) Provide support to community participation consultants (CPC's) appointed with information as may be required.
- c) Fortnightly progress reports to the Project team.

2.1. Project Deliverables

- Inception Document- Interpretation of Brief, Project Process, Project Timelines
- Status Quo Analysis providing an assessment of :
 - Current Zoning and Land Use rights
 - Ownership and availability of Title Deed
 - Identification of specialist studies
 - Availability of Bulk services on the site
- Identifying required Land Use Application
- Complete Submission and obtain approval of Land Use Management Application required for construction-readiness of selected site
- Community Participation engagement sessions
- Close Out Report

2.1 Location and Description

The projects are in various regions within the City of Johannesburg. A summary of project and location is noted in the table below:

Project	Location
Rabie Ridge Clinic	Rabie Ridge, Midrand.
Zandspruit Clinic	Zandspruit, Roodeport.
Elias Motsoaledi	13150 Carr St, Orlando West, Soweto.
Protea Glen	Protea Glen, Soweto.
South Hills	Estantia Ave, Welfare Park, Johannesburg.

3. NON-COMPULSORY CLARIFICATION:

THERE WILL BE NO COMPULSORY CLARIFICATION MEETING, HOWEVER BIDDERS ARE ENCOURAGED TO FORWARD THEIR QUERIES DIRECTLY TO THE EMAIL PROVIDED.

4. DURATION

- The project is being implemented on an accelerated programme. A detailed accelerated programme for carrying out this assignment must be included in the quotation. If accepted, timeframes shall be strictly adhered to.

5. NOTES FOR PRICING

It is important to note the following:

- The table to follow must be completed and submitted together with the Offer Page. A price must be submitted for each item listed in the table.**
- No hourly rates will be accepted.**
- Failing to price as required will result in the tender being disqualified.**
- For every tangible deliverable, two hard copies and one electronic copy must be issued, the cost of which must be included in the offer price.
- Please also be reminded as per the original tender for the panel of Urban designer service providers that:

* Standard disbursements such as typing, drawings, reproduction, copying, and binding of documents, telephonic/electronic and facsimile communications, and courier should be accrued by a service provider. Additional disbursements must have the prior written agreement of the JDA, unless specifically contained in an agreed IPW / RFP

* No disbursement costs (such as local travel and accommodation) should be accrued by a service provider without prior written agreement of the JDA, unless specifically contained in by an agreed IPW / RFP

Tables below list the estimated construction cost per disciplines and all bidders are to base their fees on the estimated construction costs bearing in mind the competitive bidding process that should have discounts clearly stipulated if provided.

The bidder is expected to include on the pricing for all the reasonable stakeholder meetings and presentations in meetings, which are deemed to be over and above the bidder's scope of works. The appointed bidders should make provision for the following stakeholder engagement workshops for each of the listed projects as noted:

- Project meetings – 36 meetings
- Internal stakeholder meetings – 36 meetings
- External Stakeholder meetings – 36 meetings

Consultants are to use the South African Council of

- Fees calculation to be aligned with Coordinate and facilitate land use approval processes as may be required

5.2 PRICING TABLE

TOWN PLANNERS		
NO.	DESCRIPTION	FEE (EXCLUDING VAT)
1	Project Inception	R
2	Status Quo	R
3	Site Preparation and Land Use Application/submission	R
4	Allocation for Specialist Studies required for land use application	R
5	Project Reporting and Administration	R
6	Approval of land use application	R
Total to be carried to Offer Page Exclusive of VAT		R

Service Providers must ensure that the final TOTAL FEE is correctly carried to the "offer" page. The value recorded on the offer page will be regarded as the quoted amount.

5.3 Notes

- 5.3.1 Tenderers must ensure that the final TOTAL FEE is correctly carried over to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services. **Failing to price as required will result in the tender being disqualified.****
- 5.3.2 Fees must include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.**
- 5.3.3 It is the responsibility of the bidder to ensure that they have a local office within the geographical area of City of Johannesburg as the JDA will not be responsible for accommodation and travelling costs.**

COPY OF ADVERT

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFQ FOR THE PROVISION OF TOWN PLANNING SERVICES FOR HEALTH PROJECTS

BID NUMBER: JDA/Town Planner_ Health

The JDA is requesting proposals from experienced companies to render professional consulting services consisting of town planning specialists required for the site development and preparation of the health preparatory projects for a 36 period.

Queries relating to procurement matters may be addressed to Yandisa Dinga at tell: e-mail: ydinga@jda.org.za

Technical queries or queries relating to the project may be addressed to Mr. Pule Ratau e-mail: pratau@jda.org.za

Documents may be downloaded from 15 September 2022 as follows: www.jda.org.za as well as on www.etenders.gov.za. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

ADVERT DATE: 15 September 2022

NON-COMPULSORY CLARIFICATION: DATE: N/A

CLOSING DATE: 29 September 2022 CLOSING TIME: 12H00

6. PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (**not to exceed 10 pages**) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the project successfully. The report should **use the same item numbers as below** for the required sections of the report.

The following information must be clearly spelt out:

- 6.1 **BRIEF** company background, lists of SIMILAR (not all) projects (including client name, contact person, telephone number, value of the project, and the consulting fee value, nature of the project, required deliverables).
- 6.2 A copy of a valid Tax Compliant Status Letter from SARS. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.
- 6.3 No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.
- 6.4 A copy of the tenderer's latest municipal rates account in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements **will be accepted**.
- 6.5 An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. An EME must submit a sworn affidavit confirming the following:
 - Annual Turnover Revenue of R10 million or less; and
 - Level of Black ownership
 - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 6.6 An original letter from the tenderer's bank confirming account information.
- 6.7 Bidders are required to submit detailed quotations based on the required deliverables defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc. are to be **included** in the quotations.
- 6.8 A completed RFQ document with all sections filled in (references in the RFQ to other documentation attached will NOT be considered.)
- 6.9 A schedule of completed contracts of a similar nature to this project. The following details must be included on the schedule:
 - > Description of the project
 - > Service rendered
 - > Name of employer / client and their representative's contact details
 - > Cost of the works
 - > Fee obtained for services
 - > Date of completion

6.10 Provide information on the individuals who will be assigned to **this project (NOT the entire company)**. The following **must** be addressed:

- > Role/s and responsibility/ies on this project
- > relevant qualifications
- > a percentage estimate of the time planned to be dedicated to this project by each person

6.11 The forms A to F annexed, must be scrutinized, completed in full and submitted together with your RFQ.

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

Note for consortium and joint ventures

- The items above are to be addressed and completed by **EACH** member of the consortium or joint venture.
- An agreement between all parties of the consortium or joint venture is to accompany the tender submission
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

Failure to comply with these conditions may invalidate your offer.

7. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical
- Price / BBBEE

Compliance

Bidder's will be disqualified for the following cases:

- ☐ If any of its directors are listed on the register of defaulters;
- ☐ In the case of a bidder who during the last five years has been terminated on previous contracts with the JDA;
- ☐ Who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- ☐ Who's tender document has been completed in pencil;
- ☐ Who's tender document has been faxed;
- ☐ Who's tender document has been received after the closing time;
- ☐ Who's tender document has not been deposited in the tender box at the time of closing;
- ☐ Who did not comply with any other requirement as set out in the tender specifications;
- ☐ ~~Who failed to attend the compulsory tender briefing session;~~
- ☐ Who is in the employment of the state.

Technical

The technical assessment is based on the criteria set-out below, failure to attach or submit the said documents will result in your submission being set aside.

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

- key returnable documents (As stated above)
 - key personnel as described above in item 2
 - the experience of the company (i.e.TOWN PLANNING Services) and
 - Contactable references (i.e.TOWN PLANNING Services).
-
- **The Town Planner will be required to score a minimum of 175 points [out of a possible 250] in order to be considered for price.**

	Total Points	Criteria	Description of Criteria	Points
A	150	Project Lead: Registered with the SACPLAN. Experience of 10 years in town planning.	Points will only be allocated for demonstration as required. If <u>any</u> of the following information is not provided, zero points will be awarded :	100
A1 Detailed CVs indicating track record of the proposed key team members are required		Project Manager candidate with 5 years' experience in town planning.	<ul style="list-style-type: none"> CV's provided must be as per the resources recorded on the organogram CV's must clearly show similar project experience CV's must clearly show the role executed by the resource on said similar projects CV's must clearly show the values of said similar projects executed 	50

	Total Points	Criteria	Description of Criteria	Points
<p>B</p> <p>Company experience and Contactable References</p> <p>B1</p> <p>Town planning experience on similar proposed scope of works. Company must have worked as an Town Planner.</p>	<p>Each project equals 20 points</p> <p>100</p>	Five or more projects completed	Points will only be allocated on related projects as listed in the schedule requested in item 6.14	100
		Four Projects Completed	Project information contained elsewhere in the tender submission will not be considered.	80
		Three Projects Completed	References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered and values in order to obtain the points.	60
		Two Projects Completed		40
		One Project Completed		20

Tenderers will have to submit compliant documents as stated above in order to be considered further in the evaluation process.

7.2 BBEE Status

Having completed a technical evaluation, points will be awarded for empowerment (BBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The following table is applicable in this regard:

B-BBEE Status Level Of Contributor	Number of Points
	Tenders up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

Notes:

- 7.2.1 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act (Act No.53 of 2003).
- 7.2.2 Tenderers must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.
- 7.2.3 An EME must submit a sworn affidavit confirming the following:
 - Annual Turnover Revenue of R10 million or less; and
 - Level of Black ownership
 - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 7.2.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 7.2.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.2.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 7.2.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.

- 7.2.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

7.3 Price and Empowerment

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

The Preference Point System will be applied as follows:

- 80 points are assigned to price
- Up to 20 points are assigned to BBEE status per the table under item 7.2

The total preference points for a tender are calculated with the formula

PP = P_s + P_{bee} Where

PP is the total number of preference points scored by the tenderer

P_s is the points scored for the comparative price of the tenderer, and

P_{bee} is the number of points awarded to the tenderer based on his certified B-BBEE status level

Formula for scoring tender price

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

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

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{min} = Comparative price of lowest acceptable tender

X = Points assigned to price

8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words “**RFQ FOR THE PROVISIONING OF GEOTECHNICAL ENGINEERING SERVICES FOR HEALTH PROJECTS**” must be written / typed clearly on the envelope. The envelope must be deposited in the tender box at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown only between the hours of 08H00 and 17H00.

TENDER VALIDITY SHOULD BE 90 DAYS

The RFQ Closes at 12h00 on 29 September 2022 @12H00

NO E-MAILED/ NO LATE / TELEPHONIC / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.

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

SCM Related Queries can be addressed in writing to:

Yandisa Dinga

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

Technical Queries can be addressed in writing to:

Pule Ratau

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

ANNEXURE A: BUSINESS DECLARATION**Tender/RFQ Number:****Tender/RFQ Description:****Name of Company:****Contact Person:****Postal Address:**
.....**Physical Address:**
.....**Telephone Number:****Fax Number:****Cell Number:****E-mail Address:****Company/enterprise Income****Tax Reference Number** :

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

VAT Registration Number:**Company Registration Number:****1. Type of firm**

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

(Tick one box)

2. Principal business activities

.....

.....

.....

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

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

.....

.....

.....

5. Did the firm exist under a previous name?

- ☐ Yes
- ☐ No

(Tick one box)

If yes, what was its previous name?

.....

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

Full Time :

Part Time :

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

Full Time :

Part Time :

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

R Year:

R Year:

R Year:

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

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

10. Banking details

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

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

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

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

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

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

3.1 Full Name:

3.2 Identity Number: 3.3 Position

occupied in the company (director, trustees, shareholder**)

.....

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state* **YES / NO**

If yes, furnish particulars

.....

.....

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

If yes, furnish particulars

.....

.....

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state

and who may be involved with the evaluation and or adjudication of this bid? **YES /**

NO If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? **YES / NO**

If yes, furnish particulars

.....
.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

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

.....

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

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

.....

Signature

.....

Position

.....

Name of Bidder

.....

Date

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

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

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

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

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

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

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

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

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

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

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

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

Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

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

[illegible]

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

EMPLOYER	CONSULTANT	SIMILAR NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

*** Organ of State means-

- a) a national or provincial department;
- b) a municipality;
- c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- d) Parliament;
- e) a provincial legislature;
- f) any other institution or category of institutions included in the definition of "organ of state" in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

.....

Signature

(of person authorised to sign on behalf of the organisation)

.....

Position

.....

Name of Bidder

.....

Date

ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

RFQ FOR THE PROVISIONING OF TOWN PLANNING SERVICES AT IVORY PARK PEU

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

(Name of Bidder)

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

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

Signature

Position

.....

.....

Name of Bidder

Date

.....

.....

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

- A Any bid will be rejected if:
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

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

C Documents to be attached.

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

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

.....

Signature

Date
