



REQUEST FOR PROPOSALS

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: 04 August 2021

DUE TO THE COVID-19 PANDEMIC, A TENDER BRIEFING SESSION WILL NOT TAKE PLACE. QUERIES ON THE BID TO BE FORWARDED [TO FMAHANDANA@JDA.ORG.ZA](mailto:FMAHANDANA@JDA.ORG.ZA) OR LNTULI@JDA.ORG.ZA. QUESTIONS AND ANSWERS WILL BE UPLOADED ON THE JDA WEBSITE.

CLOSING DATE: 06 September 2021

CLOSING TIME: 12H00

BID NUMBER: JDA/DI/JACK MINCER/CN007

BID DESCRIPTION: RFP - APPOINTMENT OF PROFESSIONAL ENVIRONMENTAL SPECIALISTS FOR JACK MINCER PUBLIC TRANSPORT FACILITY FOR A PERIOD OF 36 MONTHS.

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

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

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

You are advised to arrive early for parking and COVID-19 Screening procedures. No mask, No entry.

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

¹ MSCM Regulations: "in the service of the state" means to be –

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement -
Tel: 011 688 7800

Contact Person: Lerato Ntuli
[E-mail: Lnntuli@jda.org.za](mailto:Lnntuli@jda.org.za)

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department: Development Implementation
Tel: 011 688 7800

Contact Person: Freddy Mahandana
[E-mail: fmahandana@jda.org.za](mailto:fmahandana@jda.org.za)

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



OFFER

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

BID: RFP NUMBER	JDA/DI/JACK MINCER/CN007			
BID: RFP DESCRIPTION	RFP - APPOINTMENT OF PROFESSIONAL ENVIRONMENTAL SPECIALISTS FOR JACK MINCER PUBLIC TRANSPORT RANKS FOR A PERIOD OF 36 MONTHS.			
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
EMAIL ADDRESS				
VAT REGISTRATION NUMBER				
CSD SUPPLIER NUMBER				
COMPANY REGISTRATION NUMBER				
TAX VERIFICATION PIN				
TOTAL BID PRICE excluding Value Added Tax	R			
TOTAL BID PRICE in WORDS excluding Value Added Tax				
BIDDING COMPANY'S CONTACT PERSON and EMAIL:				
SIGNATURE OF BIDDER				
CAPACITY UNDER WHICH THIS BID IS SIGNED				
DATE				



PLEASE INSERT YOUR **COMPANY'S BBBEE
CERTIFICATE OR SWORN AFFIDAVIT** HERE



PLEASE INSERT YOUR COMPANY'S **PROOF OF**
CSD REGISTRATION HERE



PLEASE INSERT CERTIFIED COPY OF VALID
SACNASP CERTIFICATE HERE



SUPPLIERS DATABASE REGISTRATION

National Treasury launched the National Central Supplier Database (NCSD) with effect from 1 September 2015.

This will enable prospective suppliers to register their companies on the following website
www.csd.gov.za

1. During the transitional period suppliers are requested to register on the website where all their essential information such as Tax Clearance Certificates, VAT, and Company Registration Numbers and CIPC business status will be verified.
2. When conducting business with the JDA, you will be requested to provide us with the following:
 - Supplier Number and;
 - Supplier Registration Security Code so we can print your real time information;
 - Banking details with bank Stamp and;
 - Certified BBBEE Certificate.

Once a supplier has registered on NCSD, it will no longer be a requirement to provide the JDA with an Original Tax Clearance Certificate.

After Transitional Period 1 July 2016

Effective 1 July 2016, the JDA will only award business to suppliers who are registered on NCSD and suppliers will no longer be required to provide information as stipulated above.

For more information on registration, please:

Ms. Lerato Ntuli on 011 688 7800



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.



ADVERT DATE: **04 AUGUST 2021**

DUE TO THE COVID-19 PANDEMIC, A TENDER BRIEFING SESSION WILL NOT TAKE PLACE. QUERIES ON THE BID TO BE FORWARDED TO FMAHANDANA@JDA.ORG.ZA OR LNTULI@JDA.ORG.ZA. QUESTIONS AND ANSWERS WILL BE UPLOADED ON THE JDA WEBSITE. CLOSING DATE: **6 SEPTEMBER 2021 CLOSING TIME: **12H00****

BID NUMBER: JDA/DI/JACK MINCER/CN007

BID DESCRIPTION: RFP - APPOINTMENT OF PROFESSIONAL ENVIRONMENTAL SPECIALISTS FOR THE JACK MINCER PUBLIC TRANSPORT FACILITY FOR A PERIOD OF 36 MONTHS.

AUGUST 2021



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COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

RFP - APPOINTMENT OF PROFESSIONAL ENVIRONMENTAL SPECIALISTS FOR THE JACK MINCER PUBLIC TRANSPORT FACILITY FOR A PERIOD OF 36 MONTHS.

The Johannesburg Development Agency requests proposals from suitably qualified and experienced environmental specialists to render statutory environmental related services for the screening and conditional assessment of Jack Mincer Public Transport Facility Project.

Queries relating to procurement matters may be addressed to Lerato Ntuli at tel: (011) 688 7800 or [e-mail: lnntuli@jda.org.za](mailto:lnntuli@jda.org.za)

Technical queries or queries relating to the project may be addressed to Freddy Mahandana at (011) 688 7800 or [e-mail: fmahandana@jda.org.za](mailto:fmahandana@jda.org.za)

Documents may be downloaded from the JDA website: www.jda.org.za and e-Tender portal: www.etenders.gov.za on **04 AUGUST 2021**. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

DUE TO THE COVID-19 PANDEMIC, A TENDER BRIEFING SESSION WILL NOT TAKE PLACE. QUERIES ON THE BID TO BE FORWARDED [TO FMAHANDANA@JDA.ORG.ZA OR LNTULI@JDA.ORG.ZA](mailto:FMahandana@JDA.org.za).

The closing date and time for receipt of tenders is **12:00pm on 6 SEPTEMBER 2021**. Telegraphic, telephonic, telex, facsimile, e-mailed and late tenders will not be accepted.

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

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

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

"WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 002 587"
REQUEST FOR PROPOSALS:



Project Name:	RFP - APPOINTMENT OF PROFESSIONAL ENVIRONMENTAL SPECIALISTS FOR THE JACK MINCER PUBLIC TRANSPORT FACILITY FOR A PERIOD OF 36 MONTHS.
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1. SUMMARY

The Johannesburg Development Agency requests proposals from suitably qualified and experienced environmental specialists to render statutory environmental related services for the screening and conditional assessment of Jack Mincer public transport Facility.

The successful bidder will be required to conduct the following:

- due diligence on each site to identify environmental requirements
- Provide a screening report for each site
- Stakeholder engagement processes and focus group related to interested and affected parties.
- Draft an Environmental Management Plan in line with the City Integrated Waste Management Plan
- Support the work of the professional project team on environmental compliance during all design and implementation stages
- Maintain ongoing frequent communication with the City of Joburg Infrastructure and Environmental Service and National Department to track approvals, where required
- Identify and submit any environmental management application processes required for the JDA to proceed with construction of the necessary facilities on each identified site.

2. BACKGROUND

The City of Johannesburg is committed to improving its built environment and public amenities to ensure that a good, safe and healthy living space is provided in line with the National Environmental Management Act of 1998.

The Inner-City regeneration programme has been underpinned by the Inner-City Regeneration Charter since 2007. In July 2013 the City of Johannesburg launched the Inner-City Transformation Roadmap, which is the framework that will guide further development of the inner city in the medium term. It is a framework that recognises the central role of the inner city as an entry point and a place of opportunity for many, including the poor. The inner city continues to be a meeting point for diverse cultures, as scores of individuals aspire to create a livelihood and find a foothold in the heart of Johannesburg.

The City's stated intention is to deliver, extend and maintain services that are sustainable in the long term; to provide the social support and facilities that promote inclusivity and diversity; and to encourage productivity and the economic endeavours of large and small business. This can only be achieved with good governance and strategic planning and budgeting. It can only be sustained with dedicated effort to maintain and repair the infrastructure that is the backbone of the built environment. And it is best achieved within neighbourhoods – a planning and implementation system that is focused on delivery and maintenance at the local scale. This area-based focus is essential if we are to tackle issues in the inner city in a holistic way.

The roadmap is the framework through which the City and multiple stakeholders can collectively pursue the vision of the inner city as A place of opportunity: a well-governed, transformed, safe, clean and sustainable



inner city of Johannesburg, which offers high quality, sustainable services; supports vibrant economic activity; and provides a welcoming place for all residents, migrants, commuters, workers, traders, investors and tourists.

3. PURPOSE OF THE DEVELOPMENT

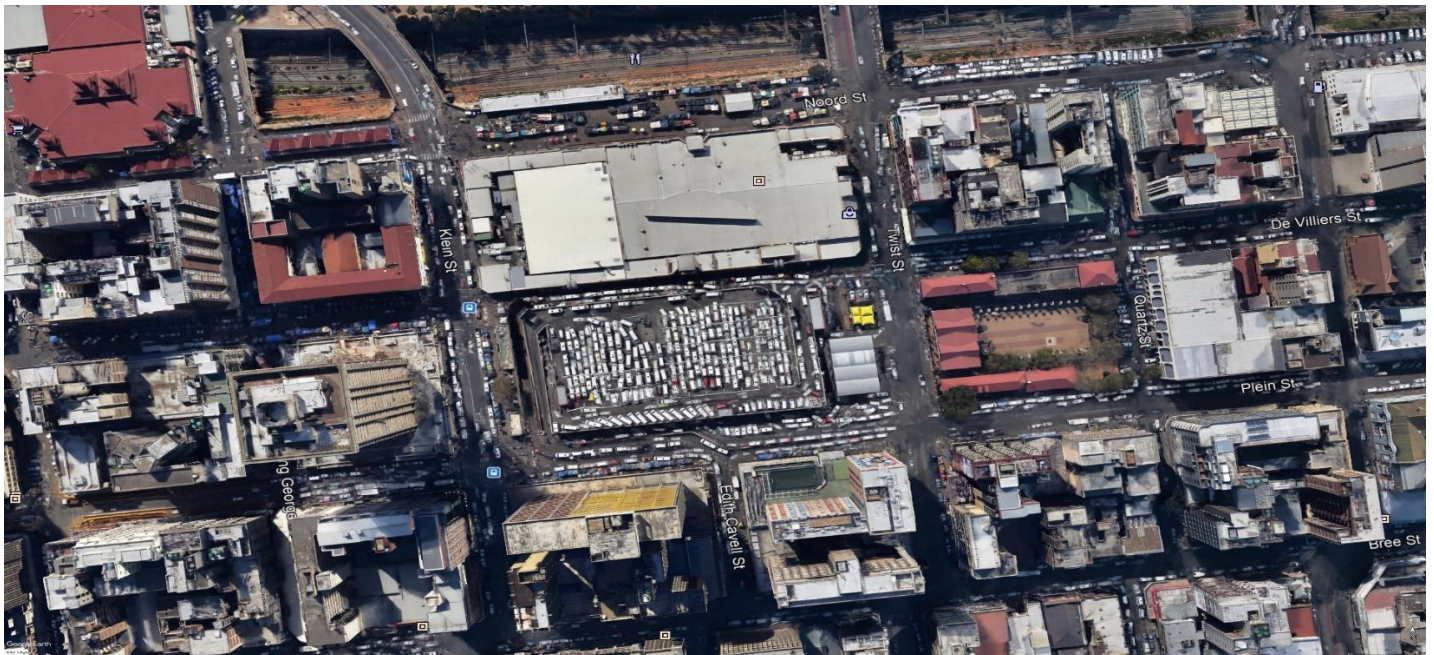
The upgrading of the Inner City Public Transport Ranks is intended to fulfil the broader regeneration objectives including to and address the relevant Johannesburg Growth and Development Strategy outcomes, which aims to promote the following:

- Economic growth;
- Environmental quality;
- Accessibility and connectivity;
- Liveability (create a vibrant public realm with high quality public space);
- Social cohesion and inclusivity; and
- Public transport orientated development and intermodal integration.

4. STUDY AREA

Jack Mincer Taxi Rank (cnr Plein and Noord Street)

The location of the public transport ranks is within the central business district. Approximate location is given in the locality maps below.





5. PROJECT DURATION

The duration of the project is estimated to be 36 months from the date of the receipt of the Appointment Letter to final output delivery. This is however dependent on project progress and may be extended. Kindly see scope of work required below.

6. PROFESSIONAL COMPETENCIES AND EXPERIENCE REQUIRED

It is expected that the service provider will provide the JDA with a project leader who shall have the following qualifications and experience:

- The Senior Environmental Specialist who will act as the Project Leader
- A Bachelor's Degree in Environmental Sciences, or similar
- Must have a minimum of 10 years' work experience within the profession
- A Valid professional registration with the South African Council for Natural Scientific Professions (SACNASP)
- Demonstrable experience of statutory environmental management work including conditional assessments, screenings, basic assessment, devising environmental management and waste management plans
- Experience of submitting various types of Environmental Management applications to the City and National Department where required.

The Professional Team criteria are outlined in more detail, further on in this document, in the Technical Competence scoring table, which will be used in the technical evaluation of bids received for this RFP.

7. SCOPE OF WORKS

The successful bidder will be required to conduct:

- A due diligence on each site to identify environmental requirements
- Conduct Site Visits when necessary
- Provide a screening report for each site
- Stakeholder engagement processes and focus group related to interested and affected parties.
- Draft an Environmental Management Plan in line with the City Integrated Waste Management Plan
- Support the work of the professional project team on environmental compliance during all design and implementation stages
- Maintain ongoing frequent communication with the City of Joburg Infrastructure and Environmental Service and National Department to track approvals, where required
- Identify and submit any environmental management application processes required for the JDA to proceed with construction of the necessary facilities on each identified site.
- Advise on downstream services that may emanate from the screening and due diligence report



8. DELIVERABLES

8.1 Inception Document

- Interpretation of Brief,
- Project Process,
- Project Timelines,
- Milestone and Deliverables

8.2 Screening Report

- Due Diligence on environmental requirements
- Status quo of the sites
- Site Visits
- Stakeholder Engagement and Focus Group Meetings

8.3 Environmental Management Plans

- Draft Environmental Management Plan in line with City's Integrated Waste Management Plan (IWMP) applicable for all ranks, compiled as one plan.

8.4 Additional Services

- Input into other design consultants work in line with environmental requirements and management plan
- Advise on downstream services, unknown to the Client at present, that may emanate from the screening and due diligence report, may include but not limited to:
 - Basic assessments of the sites, where necessary
 - Environmental Impact Assessment, where necessary
 - Water Use Licence applications, where required
 - Environmental Compliance Officer, where required

9. DATA OWNERSHIP AND CRITICAL MILESTONES

9.1 Data Ownership

All milestone products, developed for the purpose of this project, in addition to the final document and all associated map work, shall remain the property of the JDA.



9.2 Critical Milestones

The critical milestones for this project shall be delivered as illustrated in Table 1. Due to the changing nature of project processes all the following timelines are indicative and subject to confirmation.

Table 1: Critical Milestones and delivery timelines

No.	Milestone	Delivery Timeline
1	A Inception Report	4 weeks after appointment
2	Screening Report	8 weeks after appointment
3	Environmental Management Plans	12 weeks after appointment
4	Additional Environmental Services	Ongoing

PLEASE NOTE: These are only estimated timelines, which will need to be refined after Inception.

10. FORMAT OF FINAL OUTPUTS

Draft documents

- **Hard copy:** 1 colour hard copy of the draft documents (bound, may be printed double-sided)
- **Soft copy:** Soft Copy to be provided in PDF (Acrobat) and MS Word file format

11. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical Competence
- Price and BBEE

11.1 Compliance

Bidders will be disqualified in the following instances:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- If a bidder did not submit an accreditation certificate (valid) proof of SACPLAN registrations;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;



- Bidders who fail to price as required i.e. as stipulated in item 3 herein;
- Bidders who did not comply with any other requirement as set out in the tender specifications;
- Bidders who have any directors in the employment of the state;
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);

The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities. The final price to be transferred to the offer page correctly and failing which, bidders will be disqualified.

A.	KEY RETURNABLE DOCUMENTS	
A1	Valid BBBEE status level certificate	Y / N
	Company registration documents	Y / N
	CTS letter from SARS	Y / N
	Current municipal rates account / affidavit	Y / N
	3 Years audited financial statements	Y / N
	Certified copies of identity documents	Y / N
	Annexure A :Business Declaration completed in full	Y / N
	Annexure B :Declaration of Interest completed in full	Y / N
	Annexure C :Declaration of Past SCM Practices completed in full	Y / N
	Annexure D :Particulars of Contracts Awarded by an Organ of State completed in full	Y / N
	Annexure E :MBD9 Certificate of Independent Bid Determination completed in full	Y / N
	Annexure F :Declaration on State Of Municipal Accounts completed in full	Y / N

11.2 Technical Competence

The technical assessment is based on the criteria set-out below. Tenderers will have to submit compliant documents and score a minimum score of **105 out of a possible 150 points (70%)** in the technical evaluation in order to be considered further in the evaluation process.

A	RELEVANT PROFESSIONAL EXPERIENCE		50
1	Project Leader: Environmental Specialist		
	CV's must show projects, values, roles played and period. If any information is not contained in the CV or Annexure G then zero points will be awarded.	10 Years more experience	30
2	Lead Environmental Assessment Practitioner A minimum qualification of a Bachelor's Degree in Environmental Science	Certified proof of qualification must be provided in tender document to obtain the points	10



	Lead Environmental Assessment Practitioner Professional Registration with SACNASP	Proof of registration must be provided to obtain points	10
B	PROJECT EXPERIENCE OF THE LEAD ENVIRONMENTAL ASSESSMENT PRACTITIONER		50
	Number of Statutory Environmental Assessment Processes Completed and Approved		
	Only the following types of processes will be counted as valid for scoring: - Screening Assessments - Scoping Assessments - Basic Assessments - Environmental Impact Assessments which may include: - General Authorisations Assessments - Water Use Licence Applications - Environmental Management Programmes and Plans - Environmental Compliance Officer Duties	5 or more processes completed and approved	50
		3 to 4 processes completed and approved	30
		1 to 2 processes completed and approved	10
C	REFERENCES		50
1	Each Reference MUST be matched to the list of completed work provided in the category above Each Reference Letter MUST: - Appear on the clients letterhead OR be stamped by the client - Be signed by the client - Name the Project - Provide the date of completion - Provide the Project Value - Include comment on the client's satisfaction with the work done - Provide client's e-mail and telephone contact details	5 or more relevant references	50
		3 to 4 relevant references	30
		1 to 2 relevant references	10
		MAXIMUM POSSIBLE POINTS – TOTAL	150
		(MINIMUM SCORE REQUIRED to PROCEED TO PRICE/BBBEE Evaluation)	105

11.3 Price and Empowerment

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

- The Preference Point System will be applied as follows:

For tenders up to R50 million

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

7.3.1

- Points scored will be rounded off to the nearest 2 decimal places

11.3.1 Points awarded for BBBEE status level

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

Points will be awarded for empowerment (BBBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The table overleaf is applicable in this regard:

Notes:

- 11.3.1.1 "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).
- 11.3.1.2 Tenderers must submit their original and valid B-BBEE status level verification certificate 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.



FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.

- 11.3.1.3 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.
- 11.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and are in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 11.3.1.5 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.
- 11.3.1.6 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.
- 11.3.1.7 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.
- 11.3.1.8 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.
- 11.3.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 11.3.1.10 No tender will be awarded to a bidder who is not registered on CSD.

11.3.2 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

11.3.3 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

11.4 Risk Tolerance

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

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

1. The greater of R8 million or four contracts / projects in the current financial year or
2. The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)

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

3. The greater of R12 million or six contracts / projects in the current financial year or
4. The greater of R20 million or nine contracts / projects over two financial years (current year and previous financial year)

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

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



12. PRICING SCHEDULE

Detailed below is information upon which fees must be based for the Inner-City Public Transport Ranks. The pricing schedule, included as part of this document, must be completed and submitted together with your proposal.

In completing the pricing schedule, bidders are to read the schedule together with the scope of works.

In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown, separate to this pricing schedule, for the various project activities.

Item	Description	Unit of Measure	Quantity	Unit Price	Total Amount
1.	INCEPTION DOCUMENT				
1.1.	Inception Document	SUM	1	R	
2.	SCREENING ASSESSMENTS AND REPORTS				
2.1.	Due Diligence on environmental requirements	SUM	1	R	
2.2.	Status quo of the sites	SUM	1	R	
2.3.	Site Visits	SUM	1	R	
2.4.	Stakeholder Engagement and Focus Group Meetings	SUM	1	R	
2.5.	Final Report	SUM	1	R	
3.	ENVIRONMENTAL MANAGEMENT PLAN(S)				
3.1.	Environmental Management Plan(s)	SUM	1	R	
4.	ADDITIONAL SERVICES				
*4.1.	Additional Services	Rate only	Rate only	R	
4.2	Environmental Input into other design consultants work	Hours	72	R	
5.	REPORTING				
5.1.	Meetings (Planned minimum 2 hours a meetings)	No	72	R	
6.	TOTAL EXCLUSIVE OF VAT			R	

Tenderers must ensure that the final **TOTAL FEE TABLE** is correctly carried to the "offer" page. The value recorded on the offer page will be regarded as the tendered amount. Failing to price as required will result in the tender being disqualified.

*Rate only item must be included only in the column "Unit Price" and not be carried over to the Total Amount column. This rate will be used should the specialist need to undertake further studies (unknown at this time) not included in Pricing Schedule above.



13. HOW TO COMPILE YOUR PROPOSAL SUBMISSION

Submissions are to consist of a short 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 be structured and submitted **using the same item numbers as below** for the required sections of the report. With all the requested information must be clearly spelt out:

Section Number	ITEM	Information Required
A	OFFER PAGE	Tender OFFER Page, completed in FULL and signed.
		Applicants must ensure that the TOTAL FEE IS CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE.
		Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 4 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.
B	BBBEE CERTIFICATE	A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. IF A COPY IS SUBMITTED IT MUST BEAR AN ORIGINAL CERTIFICATION STAMP. FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE. An Exempted Micro Enterprises (EME) must submit a sworn affidavit confirming the following: Annual turnover revenue of R10 million or less; and Level of black ownership Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended.
C	PROOF OF CSD	Copy of CSD No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.
D	PROOF OF SACPLAN REGISTRATION	Certified Copy of valid SACNASP Registration (Valid at the date of tender closing)
E	ANNEXURES A TO F	ALL ANNEXURES COMPLETED IN FULL and SIGNED
F	ORGANOGRAM	ORGANOGRAM depicting who the Project Lead is and the names and roles of any supporting resources. A detailed project organogram identifying the entity's management structure and all staff resources to be employed on the project/s and the percentage time allocation of the staff to the project/s.

Section Number	ITEM	Information Required
G	CV's AND CERTIFICATES	CV and Certificates of all members of the team in line with the organogram
H	COMPLETED APPROVED APPLICATIONS + REFERENCES	List each completed and approved environmental studies application Attach a Reference Letter from a client for each of these
I	PRICING SCHEDULE	Tenderers are to replicate the Pricing Schedule as per Section 13 and submit it as part of their fee proposal. The cost of the required services must be defined in rand terms. All figures are quoted excluding VAT. Applicants must ensure that the TOTAL FEE IS CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE.
J	ANY SPECIAL DISBURSEMENT NOTES	Any Special Notes: Please document any conditions related to your bid proposal. E.g. on any Special Disbursements Required. Please make any proposed additional explicit with separate motivation.
K	COMPANY BROCHURE	Corporate brochure, if any. Alternatively a summary of the entity's background and experience
L	COMPANY REGISTRATION DOCUMENTS	Company registration documents and a copy of a valid tax compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.
M	MUNICIPAL RATES ACCOUNT	A copy of the bidding entity's latest municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. If not applicable, an affidavit to this effect is required. Copies of lease agreements or accounts from a lessor will not be accepted.

Section Number	Information Required
N	Signed Audited Financial Statements for the past 3 Financial Years
O	Details of Director's/Partner's/Members and Shareholders with certified copies of their identity documents.
P	A schedule of completed contracts of a similar nature. Details to be provided in the schedule must include: Description of the project Name of Employer/Client and representative with contact details Cost of the works Fee for services Date of completion
Q	A schedule of current contracts of a similar nature with details
R	A schedule of contracts awarded by an organ of state during the past five (5) years with details
	<u>NOTES IN RESPECT OF CONSORTIUMS AND JOINT VENTURES</u> • EACH party to a Consortium and Joint Venture is to submit the requisite document and/or information K. L. M, N, O, P, Q, R above • A trust, consortium joint venture must obtain and submit a consolidated B-BBEE Status Level for every separate bid. • An agreement or Heads of Terms recording the arrangement between the parties to the Consortium/Joint Venture is to be submitted with the proposal. • The lead consultant must be identified in the proposal. JDA will conclude a contract with the lead



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

FAILURE TO COMPLY WITH THE REQUIREMENTS LISTED IN THE TABLE ABOVE WILL RESULT IN TENDERERS BEING NEGATIVELY SCORED FOR RESPONSIVENESS AND TECHNICAL OR DISQUALIFIED FOR NON-COMPLIANCE.

14. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The completed tender document shall be placed in a sealed envelope, written / typed clearly on the front of the envelope with the words:

“RFP - APPOINTMENT OF PROFESSIONAL ENVIRONMENTAL SPECIALISTS FOR JACK MINCER TRANSPORT FACILITY PROJECT FOR A PERIOD OF 36 MONTHS.”

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

The Tender closes at 12:00pm on 06 SEPTEMBER 2021.

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

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

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

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

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



ANNEXURE A : BUSINESS DECLARATION

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Contact Person :

Postal Address :

Physical Address :

Telephone Number :

Fax Number :

Cell Number :

E-mail Address :

Company/enterprise Income

Tax Reference Number :

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

VAT Registration Number :

Company Registration Number :

1. Type of firm

- ☐ Partnership
- ☐ One person business/sole trader
- ☐ Close corporation
- ☐ Public company
- ☐ Private company (Tick one box)



2. Principal business activities

.....

.....

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

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

.....

.....

5. Did the firm exist under a previous name?

☐ Yes

☐ No

(Tick one box)

If yes, what was its previous name?

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

Full Time :

Part Time :

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

Full Time :

Part Time :

8. What is the enterprise's annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2016 to 30 June 2018 (excl. VAT):

R Year

RFP – ENVIRONMENTAL SPECIALISTS
FOR JACK MINCER PUBLIC TRANSPORT
FACILITY



R Year
R Year
R Year

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

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

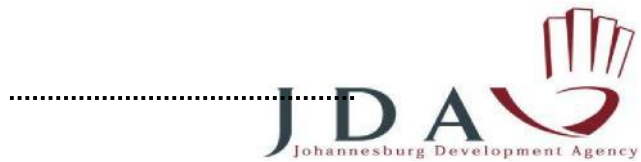
10. Banking details

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

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

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

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



BANK :.....

BRANCH :.....

BRANCH CODE :.....

ACCOUNT NUMBER :.....

ACCOUNT HOLDER :.....

TYPE OF ACCOUNT :.....

CONTACT PERSON :.....

CONTACT NUMBER :.....

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

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

SIGNATURE :

NAME IN FULL :

CAPACITY : ..

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

COMPANY STAMP



ANNEXURE B: DECLARATION OF INTEREST

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

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....

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

If yes, furnish particulars

.....

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

If yes, furnish particulars



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

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

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED



*** 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:

For

RFP - APPOINTMENT OF PROFESSIONAL ENVIRONMENTAL SPECIALISTS FOR THE INNER CITY: JACK MINCER PUBLIC TRANSPORT RANKS FOR A PERIOD OF 36 MONTHS

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

that: (Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder



6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);



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



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
.....

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



END OF TENDER DOCUMENT

**AS A COURTESY PLEASE USE DOCUMENT
TAGS OR DIVIDERS TO DEMARCATATE THE SECTIONS OF YOUR
BID SUBMISSION FOR EASE AND RAPIDITY OF EVALUATION**

REFER TO THE TABLE IN SECTION 14 ABOVE