

## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICE PROVIDERS**

**ADVERT DATE: 17 OCTOBER 2023**  
**CLOSING DATE: 15 NOVEMBER 2023**  
**BRIEFING DATE: 24 OCTOBER 2023**

**CLOSING TIME: 12H00**  
**BRIEFING TIME: 11H00**

|                                                           |
|-----------------------------------------------------------|
| <b>URBAN DESIGNER / ARCHITECT - JDA PSPEU UDA001/2023</b> |
| Estimated Construction value                              |
| <b>R18 000 000</b>                                        |

**BID DESCRIPTION: PUBLIC ENVIRONMENT UPGRADE AT PARK STATION PRECINCT:  
APPOINTMENT OF A PROFESSIONAL URBAN DESIGNER / ARCHITECT - SERVICE PROVIDER**

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

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

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

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

MSCM Regulations: “in the service of the state” means to be –

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

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

**Department** Procurement  
**Contact Person:** Lerato Ntuli - [lnntuli@jda.org.za](mailto:lnntuli@jda.org.za)  
**Tel:** 011 688 7851

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

**Department** Development Implementation  
**Contact Person:** Thabelo Ratshilumela - [tratshilumela@jda.org.za](mailto:tratshilumela@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**

.....

**BID / RFP DESCRIPTION**

.....

**NAME OF BIDDER**

.....

**POSTAL ADDRESS**

.....

**STREET ADDRESS**

.....

**TELEPHONE NUMBER**

CODE ..... NUMBER .....

**CELLPHONE NUMBER**

.....

**FACSIMILE NUMBER**

CODE ..... NUMBER .....

**VAT REGISTRATION NUMBER**

.....

**TOTAL BID PRICE INCLUDING VAT**

...R.....

**TOTAL BID PRICE INCLUDING VAT IN WORDS**

.....

**SIGNATURE OF BIDDER**

.....

**CAPACITY UNDER WHICH THIS BID IS SIGNED**

.....

**DATE**

.....

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

**To all our stakeholder**

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

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

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combating fraud and corruption. The City took a decision to centralized the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent 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, KZN 138, Umhlanga, 4320



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

**APPOINTMENT OF A PROFESSIONAL URBAN DESIGNER / ARCHITECT- SERVICE PROVIDER**

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**REQUEST FOR PROPOSAL FOR:**

|                                   |                                  |
|-----------------------------------|----------------------------------|
|                                   | <b>BID NUMBER:</b>               |
| <b>URBAN DESIGNER / ARCHITECT</b> | <b>JDA PSPEU<br/>UDA001/2023</b> |

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**October 2023**

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## TENDERING PROCEDURES

### Tender Notice and Invitation to Tender

## Public Environment Upgrade project in the Park Station Precinct

- **Civil and Structural Engineers: Contract Number: JDA PSPEU CSE001/2023**
- **Urban Designers/Architects: Contract Number: JDA PSPEU UDA001/2023**

The JDA is requesting proposals from experienced and suitably qualified Civil and Structural Engineers As well as Urban Designers/Architects for the planned Public Environment Upgrade project in the Park Station precinct, with specific focus on “Universal Accessibility” (UA) to the to the existing and the newly built Rea Vaya BRT’s Park Stations for a period of thirty-six (36) months

Queries relating to procurement matters may be addressed to Ms. Lerato Ntuli at [Lntuli@jda.org.za](mailto:Lntuli@jda.org.za).

Technical queries or queries relating to the project may be addressed to Thabelo Ratshilumela, e-mail: [tratshilumela@jda.org.za](mailto:tratshilumela@jda.org.za).

**A compulsory tender briefing session with representatives of the Employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown on 24 October 2023 starting at 11h00.**

Documents may be downloaded from the JDA’s website as follows: [www.jda.org.za](http://www.jda.org.za) as well as on [www.etenders.gov.za](http://www.etenders.gov.za) from 17 October 2023. 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.

The closing time for receipt of tenders is 12:00pm on 15 November 2023 Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

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

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

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

**“WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 002 587”**

## **1. INTRODUCTION**

### **1.1. Purpose of this Request for Proposal**

The JDA to achieve its area based agency mandate, requires the services of technical professionals to assist in all pre-development work including planning, designing and implementation of its CAPEX project for the next three financial years. The aim is to allow the JDA to draw on the skills of professional services to fast-track the in packaging and implementation of catalytic interventions across priority development areas of the City.

The Johannesburg Development Agency (JDA therefore requests interested professional service providers (companies, firms and joint ventures) to apply to be appointed for a period of three financial years. Over the three year period, deliverables will be requested through an instruction to perform work only when the services are required.

Individual appointments are invited from following professional services:

- **URBAN DESIGNER / ARCHITECT**

Proposals for this contract are invited by public tender.

## **2. PROJECT INFORMATION**

### **2.1. Background of the Assignment**

The requirement is for URBAN DESIGNER / ARCHITECT to provide full architectural services for the planned Public Environment Upgrade project in the Park Station precinct, with specific focus on “Universal Accessibility” (UA) to the to the existing and the newly built Rea Vaya BRT’s Park Stations.

The City of Johannesburg has been investing in public transport networks and facilities such as the public transport facilities and Rea Vaya Bus Rapid Transit (BRT) services for more than a decade and is currently completing Phase 1C (Inner City via Louis Botha Avenue to Sandton CBD). CoJ’s spatial Development Framework (SDF 2016) and other local spatial plans (Louis Botha Development Corridor Strategic Area Framework (2014) promote transit-oriented development (TOD) as a key city development strategy. The latter framework identified various priority precincts for city intervention as part of the “Corridors of Freedom” initiative. This TOD approach seeks to create urban spaces with a vibrant mix of high-density developments, economic activities, and social services within walkable

precincts with quality public spaces that are connected by well-planned public transport arterials. All Phase 1C stations are viewed as TODs where economic activities should be centred around.

One of the key outcomes of the City's GDS 2040 is to provide a resilient, liveable, sustainable urban environment underpinned by infrastructure supportive of low-carbon economy. The concept of liveability relates to how an urban system can contribute to the physical, social and mental well-being and personal development of all its inhabitants. This could be achieved through the development of desirable spaces that encourage and foster a sense of community. The urban street system is the most prevalent communal space and has an important role in creating a liveable city. The GDS 2040 encourages the development of a street system that supports not only the movement of public and private transport vehicles, but identifies as a key priority, the need for citizens from all user groups to access the public transport system and areas of economic activities safely and conveniently.

The Johannesburg Development Agency has been appointed by the City of Johannesburg for the implementation of the REA Vaya BRT programme, including Rea Vaya Phase 1C stations, with terminal stations at Gandhi Square and Sandton CBD, respectively. To date, a total of fourteen stations have been built with the last three stations under construction namely, Sandton, Park Station and Gandhi Square stations.

The Phase 1C Rea Vaya route has been implemented as a low floor bus system, in contrast to the previous 1A and 1B routes from Soweto to Johannesburg CBD via Soweto Highway and Empire Road, respectively. It is for this reason that in order to integrate the existing Rea Vaya BRT route to the newly implemented Phase 1C route, low-floor stations have been built in close proximity of the existing high-floor stations for transfer purposes.

## **2.2. Benefits of Low-Floor Bus System**

There are many advantages associated with a Low-floor Bus system and are listed below;

### **i. All passengers can board easier, faster and safer**

Using a low floor bus involves less effort and delay and all passengers can board and alight more speedily. The risk of injury due to incidents such as slipping on the stairs is decreased in proportion to the reduction in the floor height.

### **ii. Potential for more off-peak trips**

The absence of steps at entrances and exits means that all those people (possibly the majority of bus customers at off peak times) who travel with shopping, luggage, small children and those who are

elderly or with disabilities, find the vehicles easier to use or, in some cases, possible to use for the first time.

**iii. Accessibility for persons with special needs on the mainstream service**

People with reduced mobility who have been unable to use public transport or have done so only with great difficulty or with assistance, are being offered the opportunity to take advantage of public transport with a much higher level of comfort or in some cases, to use these services for the first time.

**2.3. Park Station Transit Oriented Development (TOD)**

Park Station precinct is an integrated public transport hub, providing trains, buses, minibus taxis, shuttle service, e-hailing and long distance buses.

The high-floor Rea Vaya BRT station known as “Park Station” was built more than fourteen years ago. Recently, a low floor station was built between Wolmarans and Smith Street.

Due to divergent grades between the high-floor and low-floor stations, it has proven to be challenging to implement a “Universal Access” to the newly built station without major geometric upgrades at the intersections of Rissik Street / Wolmarans Street and Rissik Street / Smit Street, respectively.

The precinct requires an area-wide approach in addressing “Universal Access” challenges within the Park Station precinct.

### 3. EXTENT OF SCOPE

The focus of this project is to identify key linkages that may require upgrading, streets that can be upgraded to “Complete Street”, accommodating the needs of various road users with a strong focus on public transport commuters, pedestrians and public spaces. The aim of the project is to identify, prioritise and strategically implement Public Environment Upgrades (PEU) in the Park Station precinct with more focus on the Rea Vaya BRT Station. The interventions shall;

1. Render the recently built Park Station’s low-floor station accessible from all surrounding streets
2. Ease mobility for all road users
3. Upgrade infrastructural services
4. Enhance the overall legibility of the area
5. Resolve critical public safety challenges
6. Create usable and flexible public spaces

The new approach proposed was to conceptualise and begin to develop and re-develop the city’s streets as Public Environment Upgrade (PEU)s. Public Environment Upgrade (PEU)s refers to roads designed to accommodate diverse modes, users and activities including walking, cycling, public transport, automobiles, nearby businesses and residents. Such street design helps create more multi-modal transport systems and more liveable communities.

With multiple trip attractions within the study area, and the precinct being a gateway to western and southern quadrants of the Johannesburg CBD, it is critical that the intersections and linkages within the study area enables accessibility by ALL road users, primarily the elderly, children and the people with impaired mobility.

#### 3.1. Location

The project is located in Park Station Precinct. Park Station precinct is an integrated public transport hub, providing trains, buses, minibus taxis, shuttle service, e-hailing and long distance buses. The Park Station hub is currently providing commuter linkages between various public transport modes such as Gautrain, Prasa, Rea Vaya, e-hailing, cross-border buses and many others.

There is multiple trip destinations around the Park Station precinct such as tertiary educational, government buildings, banking sector, businesses and other economic activities.

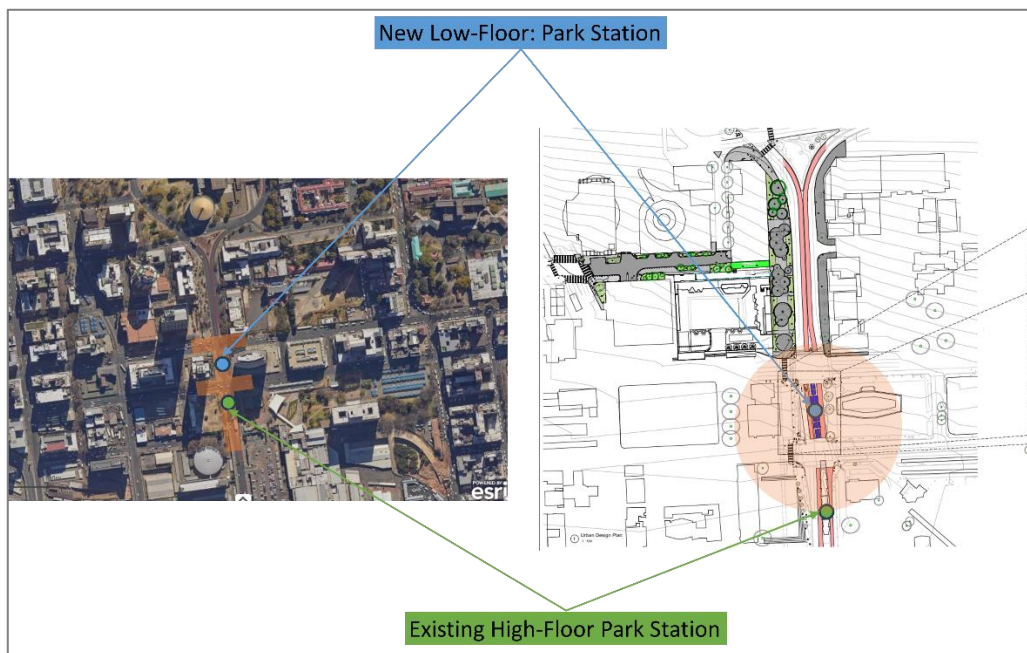


Figure 1: Rea Vaya BRT Park Station Precinct.

### 3.2. Project Description

The scope of works will comprise of the design and implementation of paved sidewalks, pedestrian crossings, universal access, street furniture, and traffic control measures, road marking signage, street lightning, soft and hard landscaping. The primary focus will be the universal accessibility of the newly built Park Station's Rea Vaya BRT Station between Wolmarans and Smith Street.

### 3.3. Scope of Work

The purpose of this project is to identify, design and implement strategic public environment upgrades within the precinct with a specific focus on accessibility to the Rea Vaya Stations, the newly built Park Station between Wolmarans and Smit Street. The project area is approximately 1200 square metres (sqm), covering the two stations (high and low-floor stations along Rissik Street) as well as a single block to the east and west of Smith and Wolmarans Streets, respectively. The PEU interventions should prioritise the following;

1. Universal Accessibility to Rea Vaya's Park Stations
2. Public safety
3. Urban efficiency
4. Mobility
5. Place making
6. Economic support
7. Geometric upgrades at abutting intersections
8. General legibility

### **3.4. General Scope of Services**

A more detailed indicative scope of works is provided below in line with the Guideline for Professional Fees in terms of Section 34 (2) of the Architectural Profession Act, 2000 Act 44 of 2000 (“the Act”) published under South African Council for the Architectural Profession, Board Notice 471 of 2023.

This Request for Proposal (RFP) must be read together with the Framework Guideline for Professional Fees. The scope will involve the following:

#### **3.4.1. Planning, Studies, Investigations and Assessments**

These typical services relate to carrying out studies and investigations as well as the preparation and submission of reports embodying preliminary proposals or initial feasibility studies and will normally be remunerated on a time and cost basis.

- Consultation with the client or client's authorized representative.
- Inspection of the site of the project.
- Developing a scope of work where required.
- Preliminary investigation, route location, planning and a level of design appropriate to allow decisions on feasibility and the selection of the most desirable project option.
- Assessments of existing built environment elements with a view to informing the project options, the scope of work and how to refurbish and/or integrate new works with existing works.
- Consultation with authorities having rights or powers of sanction as well as consultation with the public and stakeholder groups.
- Advise the client as to regulatory and statutory requirements, including environmental screening management and the need for surveys, analyses, tests and site or other investigations, as well as approvals, where such are required for the completion of the report, and arranging for these to be carried out at the client's expense.
- Searching for, obtaining, investigating and collating available data, drawings and plans relating to the works.
- Investigating financial and economic implications relating to the proposals or feasibility studies.
- Investigating financial and economic implications relating to the proposals or feasibility studies.

Deliverables will typically include:

- Collation of information.
- Reports on options and technical and financial feasibility and related implications.
- List of consents and approvals.
- Schedule of required surveys, tests, analyses, site and other investigations.

#### **3.4.2. Normal Services**

The services listed below are applicable to projects where the nature, form and function of the project has been defined through previous investigations and reports and the engineering services are required to take the project through to successful completion of construction.

Unless otherwise communicated in writing prior to the commencement of any work, part of the normal services of the consulting Urban Designer / Architect on all projects includes the provision of services related to all financial matters such as calculation of quantities, cost estimates, cost control and the procurement process

The only exceptions, where financial services do not form part of the normal services of the consulting engineer are in the following cases:

- a) Urban Designer/ Architectural services related to building and multi-disciplinary projects, and where such services form part of the quantity surveyor's scope of services.
- b) Where the Urban Designer/ Architect is required to give assistance with such services, these shall be treated as an additional service remunerated on a time and cost basis, In the case of building and multi-disciplinary projects where the scope of works forms part of the principal building contract (for example a domestic subcontract) and where such financial administration services form part of the quantity surveyor's scope of services.

#### **(i) Stage 1 – Inception**

- a) Receive, appraise and report on the client's requirements with regard to the client's brief;
- b) Determine the site and rights and constraints;
- c) Determine budgetary constraints;
- d) Determine the need for consultants;
- e) Determine indicative project timelines;
- f) Determine methods of contracting; and
- g) whether other statutory authority applications are required or desirable.

Deliverables will typically include:

- Agreed services and scope of work.
- Signed agreement. Report on project, site and functional requirements.
- Schedule of required surveys, tests, analyses, site and other investigations.
- Schedule of consents and approvals and related lead times.

#### **(ii) Stage 2 - Concept and Viability (also termed Concept Design)**

- a) Prepare an initial design concept and advise on:
  - i. the intended space provisions and planning relationships;
  - ii. proposed materials and intended building services; and
  - iii. the technical and functional characteristics of the design.

- b) Check for conformity of the concept with the rights to the use of the land.
- c) Consult with local and statutory authorities.
- d) Review the anticipated costs of the project.
- e) Review the project programme.

### **(iii) Stage 3 - Design Development (also termed Detail Design)**

- a) Develop all aspects of the design from concept to full development including, but not limited to, construction systems, materials, fittings, and finishes selections;
- b) Review the programme and budget with the client, principal consultant or other consultants;
- c) Coordinate other consultants designs into building design;
- d) Prepare design development drawings including drafting technical details and material specifications;
- e) Discuss and agree on the building plan application and approval requirements with the local authority;

Typical deliverables will include:

- Design development drawings in line with Universal Access requirements.
- Outline specifications.
- Local and other authority submission drawings and reports.
- Detailed estimates of construction costs.

### **(iv) Stage 4 - Documentation and Procurement**

#### **Stage 4.1**

- a) Prepare documentation required for local authority building plan application submission;
- b) Co-ordinate technical documentation with the consultants and complete primary co-ordination sufficient to support building plan submission;
- c) Review the costing and programme with the consultants;
- d) Obtain the client's authority, and submit documents for approval at the local authority.

#### **Stage 4.2**

- a) Prepare specifications for the works;
- b) Complete technical documentation sufficient for tender;
- c) Obtain offers for the execution of the works;

### **(v) Stage 5 - Contract Administration and Inspection**

- e) Administer the building contract;
- f) Give possession of the site to the contractor;
- g) Issue construction documentation;
- h) Review sub-contractor designs, shop drawings and documentation for conformity of design intent;

- i) Inspect the works for conformity with the contract documentation and acceptable quality in terms of industry standards;
- j) Administer and perform the duties and obligations assigned to the principal agent in the building contract;
- k) Manage the completion process of the project;
- l) Assist the client to obtain the required documentation necessary for the client to obtain the occupation certificate.

Typical deliverables will include:

- Construction documentation.
- Drawings register.
- Estimates for proposed variations.
- Contract instructions.
- Scope and quality monitoring.

#### **(vi) Stage 6 - Close- Out**

- a. Facilitate the project close-out including the collation of the necessary documentation to effect completion, handover and operational manual of the project.
- b. When the contractor's obligations with respect to the building contract have been
- c. fulfilled, the architectural professional shall issue the certificates related to the contract completion.
- d. Provide the client with construction record documentation and the relevant technical and contractual undertakings by the contractor and sub-contractors.

Typical deliverables will include:

- Works and final completion lists.
- Operations and maintenance manuals, guarantees and warranties.
- As-built drawings and documentation.

#### **(vii) Additional Services**

- Additional services pertaining to all stages of the project
- Construction Monitoring
- Quality Assurance System

### **3.4.3. Management of this Assignment**

Service provider that wish to be appointed as professional service providers must:

- Demonstrate the professional registration of principal(s)/employed staff to be appointed.
- Demonstrate the professional qualifications of principal(s)/employed staff to be appointed.
- Demonstrate the professional experience of principal(s)/employed staff to be appointed.
- Respond to this request for proposal and ensure that all forms are completed in full, together with all annexures and signed by authorised representatives.
- Ensure that all details, as required in this request for proposal and forms are complete, that the furnished information is correct and that the required returnable documents are attached to the proposal. Incomplete applications will not be considered for appointment.
- Nominate a single point of contact that will be responsible for all deliverables as a result of the Instruction to Perform Work (IPW) for entire duration of contract.

Submissions from service providers will be vetted through a compliance process to determine that all the required information is provided and correct and thereafter evaluated for capacity and capability to render services.

To note:

- Applicants herein consent to any investigation the JDA deems necessary in validating any particulars presented in this request for proposal.
- The service provider will be required to maintain their professional registration throughout the project.

#### 4. TARGET AUDIENCE FOR OUTPUT

The Urban Designer/ Architect should make provision for the following stakeholder engagement workshops as part of Stage 2 and 3:

- a) Design Workshops: Key informant interviews, focus group and design discussions, inclusive of formal and informal stakeholders for input into the design. Provision should be made for a minimum of 10 workshops.
- b) Workshops with City of Johannesburg departments on the design and operationalization of the project. Provision should be made for 10 workshops.

| Primary                                                                                                                                                                                                                                                                                                                                                                            | Secondary                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Jo'burg Development Agency</li><li>• CoJ Development Planning</li><li>• CoJ Transport</li><li>• Johannesburg Road Agency</li><li>• Jo'burg City Power</li><li>• Jo'burg Water</li><li>• Jo'burg Property Company</li><li>• CoJ Housing</li><li>• CoJ DED Johannesburg Development Agency</li><li>• Emergency Management Services</li></ul> | <ul style="list-style-type: none"><li>• Ward councillors</li><li>• Community members</li><li>• Organised formal and informal business</li><li>• Key stakeholders in the area</li><li>• Other government entities e.g.<br/>(Gautrain, PRASA, TRANSNET)</li></ul> |

#### 5. TIMEFRAMES

- The appointment of the professional service provider will be valid for a period of thirty-six (36) months, starting from date of acceptance of letter of appointment.  
Appointment in the outer financial years is subject to budget availability and satisfactory progress.

- Stages 1 to 3 must be complete by March 2024. This appointment is therefore regarded as valid up until the end of the construction period which is currently estimated to be in the 2025/26 financial year.

## **6. APPOINTMENT**

The JDA is requesting proposals from the following professional services. The minimum professional requirements and example of types and scope of work which will be required by the professionals requested are outlined below.

### **6.1. URBAN DESIGNER / ARCHITECT**

The architect is required to be registered with an appropriate professional body (SACAP), and to have the relevant skills, experience, and capacity to deliver the scope of work within the required time frame. Urban designer shall deliver according to all

### **6.2. Notes**

- 6.2.1. Multi-year appointments will be dependent on performance and budget availability.
- 6.2.2. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 6.2.3. The JDA reserves the right to ask tenderers to replace any member/s of the proposed members of the service provider if they do not meet the JDA requirements.
- 6.2.4. Successful tenderer will be required to sign the JDA's Standard Form Agreement and appendices.
- 6.2.5. The JDA reserves the right to invite any bidder to an interview. The interview will form part of the tender evaluation process. Tenderers must note that they will be required, at short notice, as and when necessary to attend (a) presentations at the JDA, COJ, and other local stakeholders; (b) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.
- 6.2.6. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 6.2.7. Tenderers must also note that revisions to any deliverable may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal.
- 6.2.8. The appointment as a profession service provider will be to render the services for a period of thirty six months as and when the services are required and will be dependent on satisfactory performance and budget availability.
- 6.2.9. Tenderers will be required to take cognisance of the role of the other professionals as that will be appointed in this project and work coherently with them where required.

- 6.2.10. All milestone products in addition to the final document and all associated map work, models and statistical work will become the property of the Johannesburg Development Agent and City of Johannesburg.
  - 6.2.11. The JDA reserves the right to request tenderers to replace any member/s of the proposed member of the service provider if they do not meet the JDA requirements.
  - 6.2.12. Regarding any conflict of interest, the JDA abides by National Treasury SCM regulations<sup>1</sup>: “
    - 6.2.12.1. Consultants are required to provide professional, objective and impartial advice and at all times hold the client's interests paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests. Consultants should not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the State. Without limitation on the generality of this rule, consultants should not be hired under the following circumstances:
    - 6.2.12.2. A firm, which has been engaged by the accounting officer/authority to provide goods or works for a project and any of its affiliates, should be disqualified from providing consulting services for the same project. Similarly, a firm hired to provide consulting services for the preparation or implementation of a project and any of its affiliates, should be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services as described below) for the same project, unless the various firms (consultants, contractors, or suppliers) are performing the contractor's obligations under a turnkey or design-and-build contract;
    - 6.2.12.3. Consultants or any of their affiliates should not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants hired to prepare an engineering design for an infrastructure project should not be engaged to prepare an independent environmental assessment for the same project, and consultants assisting a client in the privatization of public assets should not purchase, nor advise purchasers of such assets.
  - 6.2.13. The JDA reserves the right not to make an appointment for any services.
-

## 7. PRICING RESPONSE / QUOTATION

It is important to note the following :

- a) 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.
- b) No hourly rates will be accepted.
- c) Failing to price as required will result in the tender being disqualified.
- d) 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.
- e) Please also be reminded that as an Urban Designer / architect service providers:

4.1.1.4. 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

4.1.1.5. 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. Approximately **40 meetings** and **20 presentations** shall be expected and catered under Stage 5.

Table 1: The following table indicates fee breakdown for **URBAN DESIGNER / ARCHITECTURAL SERVICES**

**Estimated Construction cost = R 18 000 000.00**

| URBAN DESIGNER / ARCHITECT                                |                 |                                  |
|-----------------------------------------------------------|-----------------|----------------------------------|
| 1. Fee Breakdown per Stage                                |                 |                                  |
|                                                           | % Fee per Stage | Fee per stage (Exclusive of VAT) |
| 1.1 Stage 1 : Inception                                   | 5%              | R.....                           |
| 1.2 Stage 2 : Concept Design                              | 25%             | R.....                           |
| 1.3 Stage 3 : Detailed Design                             | 25%             | R.....                           |
| 1.4 Stage 4 : Documentation & Procurement (Design Review) | 15%             | R.....                           |

|                                                                                                                                                                                                                     |     |        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|
| 1.5 Stage 5 : Contract Administration & Inspection                                                                                                                                                                  | 25% | R..... |
| 1.6 Stage 6 : Close Out                                                                                                                                                                                             | 5%  | R..... |
| <b>2. Additional Services</b>                                                                                                                                                                                       |     |        |
| <b>2.1 Meetings and Presentations</b><br><br><b>(Allow for 40 meetings)</b><br><b>Rate per meeting.....x 40 meetings</b>                                                                                            | 40  | R..... |
| 2.2 Topographical Survey (Estimated 3kms)<br><br>Rate per km.....x 3kms<br>(Inclusive of neighbouring properties, services & road reserves details).<br><br><b>For details refer to “Figure 1” of the document.</b> | 1   | R..... |
| <b>Total Fee (Exclusive of VAT)</b>                                                                                                                                                                                 |     | R..... |
| <b>15% VAT</b>                                                                                                                                                                                                      |     |        |
| <b>Total Fee carried to offer page (Inclusive of VAT)</b>                                                                                                                                                           |     |        |

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 final quoted amount to render architectural services for the Public Environment Upgrade project in the Park Station Precinct .

## 8. PROPOSAL CONTENT

The bidder’s submission must provide the JDA with sufficient information to enable the Employer to make a sound and fair evaluation of the proposal. It must clearly indicate the experience, capability and capacity of the bidding entity to undertake the project/s.

### 8.1. Required Documents

The following minimum documentation and information must be provided.

- 8.1.1. On appointment a certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value of a claim in an insurance period, the applicable excess and the expiry date.
- 8.1.2. A latest copy of the bidding entity's municipal rates account for the in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity.
- 8.1.3. A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project AND audited financial statements for the past three years.
- 8.1.4. Details of Director's/Partner's/Members and Shareholders.
- 8.1.5. 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
- 8.1.6. A schedule of current contracts of a similar nature with details as enumerated .
- 8.1.7. A schedule of contracts awarded by an organ of state during the past five (5) years with details.
- 8.1.8. 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. The curricula vitae of the proposed personnel are to accompany the organogram and are to include certificates of professional qualifications and registration.
- 8.1.9. Company registration documents.
- 8.1.10. The forms A to H annexed, must be scrutinized and completed in full.
- 8.1.11. Tenderers are to submit 2 copies of their proposal/s (1 original plus 1 copy)

## **8.2. Notes in respect of Consortiums and Joint Ventures**

- Each party to a Consortium and Joint Venture is to submit the requisite document and/or information requested in items above.
- 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.

## 9. ASSESSMENT CRITERIA

- Compliance
- Technical
- Price and Prefer
- Risk tolerance

### 9.1. 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 (ie. 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 failed to attend the compulsory tender briefing session;
- Who is in the employment of the state.
- Non-performance in any of the current JDA projects and written notice has been issued.

**Submissions, per professional service, will be evaluated on the following criteria:**

### 9.2. Technical Criteria

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

- (i) key returnable documents,
- (ii) capability of the proposed key team members (ie. experience, qualifications, and mandatory professional registration)
- (iii) the experience of the company, and references
- (iv) Points for voluntary associations

*Note that duplication of resources/personnel on the designations indicated in the criteria will result in zero points being awarded for one criteria.*

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation in order to be considered for appointment. The minimum points is 140 of 200, which equates to 70% of the total available points.

Points will only be allocated for key returnable documents submitted

Table 1: Technical Evaluation for Urban Designer / Architect

|                                                                                   | Total Points | Criteria                         | Description of Criteria                                                                                                                                                                                   | Points |
|-----------------------------------------------------------------------------------|--------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>1. COMPANY EXPERIENCE</b>                                                      |              |                                  |                                                                                                                                                                                                           |        |
| C1. Urban Designer / Architectural experience on similar proposed scope of works. | 50           | Five or more projects completed  | Points will only be allocated to these types of projects<br>(Universal Access Designs, Public Environment Upgrades, Bus Rapid Transit Infrastructure Design projects) for a minimum value of R18 million. | 50     |
|                                                                                   |              | Three to four projects completed |                                                                                                                                                                                                           | 30     |
|                                                                                   |              | One to two projects completed    |                                                                                                                                                                                                           | 10     |

|                               | Total Points | Criteria                              | Description of Criteria                                                                                                                                                                                                                                                                                                                                                          | Points |
|-------------------------------|--------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Contactable References</b> | 50           | Five or more satisfactory references  | Points will only be allocated for references on projects listed in the scheduled as requested in Item C1<br><br>References <b>must</b> be on the client's letterhead or on a document stamped by the client and <b>must</b> confirm the project description, services rendered, values, the completion date and it must rate the service rendered in order to obtain the points. | 50     |
|                               |              | Three to four satisfactory references |                                                                                                                                                                                                                                                                                                                                                                                  | 30     |
|                               |              | One to two satisfactory references    |                                                                                                                                                                                                                                                                                                                                                                                  | 10     |

|                                      | Total Points | Criteria               | Description of Criteria                                                      | Points                                                                                                                                                                                             |
|--------------------------------------|--------------|------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2. PROJECT LEAD - ARCHITECT</b>   |              |                        |                                                                              |                                                                                                                                                                                                    |
| Capability of proposed key personnel | 50           | Years of Experience    | Minimum Qualification                                                        | Points will only be awarded for having rendered the required services on projects with a minimum value of R18 Million.                                                                             |
|                                      |              | > 15 Years Experience. | BSC or BEng or B-Tech Urban Design / Architectural & <b>SACAP</b> Registered | CV's provided must be as per the resources recorded on the organogram; the organogram should match the resources on our Evaluation Criteria<br><b>CV's must clearly show project experience as</b> |

|                                                                                    |           |                               |                                                    |                                                                                                                                                                                                                                                              |    |
|------------------------------------------------------------------------------------|-----------|-------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|                                                                                    |           | 10 - 15 Years Experience      |                                                    | <b>Project Lead Engineer. Proof of registration and certified qualifications must be submitted in order to obtain points</b>                                                                                                                                 | 20 |
|                                                                                    |           | Less than 10 Years Experience |                                                    |                                                                                                                                                                                                                                                              | 10 |
| <b>3. URBAN DESIGNER / ARCHITECT</b>                                               |           |                               |                                                    |                                                                                                                                                                                                                                                              |    |
| Detailed CVs indicating track record of the proposed key team members are required | <b>50</b> | <b>Years of Experience</b>    | <b>Minimum Qualification</b>                       | CV's must clearly show the role executed by the resource on said similar projects.                                                                                                                                                                           |    |
|                                                                                    |           | > 10 Years Experience         | BSC or BEng or B-Tech Urban Design / Architectural | CV's provided must be as per the resources recorded on the organogram; the organogram should match the resources on our Evaluation Criteria<br><b>CV's must clearly show project experience as Urban Designer / Architect. on projects over R18 million.</b> | 50 |
|                                                                                    |           | 7 - 10 Years Experience       |                                                    |                                                                                                                                                                                                                                                              | 25 |
|                                                                                    |           | Less than 7 Years Experience  |                                                    |                                                                                                                                                                                                                                                              | 15 |

### 9.3 PRICE AND EMPOWERMENT

Having completed compliance checks, the procedure for the evaluation of compliant 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 specific goals as stated in the tender document. These scores are combined to determine an overall score for the tender. The tenderer with the highest score will be considered for acceptance.

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

#### 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

#### POINTS AWARDED FOR SPECIFIC GOALS

Bids will be evaluated on an 80/20 (Price / Specific Goals) points basis in terms of the Preferential Procurement Policy Framework Act of 2000, Preferential Procurement Regulation 2022.

The following table is applicable in terms of specific goals.

| <b>SPECIFIC GOAL 1: HDI</b>                         | <b>MEANS OF VERIFICATION</b>                                                                                                | <b>80/20</b> |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Maximum points:</b>                              |                                                                                                                             | <b>10</b>    |
| Business owned by 51% or more - <b>Black People</b> | CSD, Valid BBEE Certificate / Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate. | 5            |
| Business owned by 51% or more — <b>Women</b>        | CSD, ID copy of owner/s of the business and Shareholder's certificate.                                                      | 5            |

| <b>SPECIFIC GOAL 2: PROMOTION OF LOCAL ECONOMY</b>                             | <b>MEANS OF VERIFICATION</b>        | <b>80/20</b> |
|--------------------------------------------------------------------------------|-------------------------------------|--------------|
| <b>Maximum points:</b>                                                         |                                     | <b>10</b>    |
| Enterprises located within the City of Johannesburg Metropolitan Municipality. | CSD and proof of municipal account. | 10           |

|                                                                                      | <b>POINTS</b> |
|--------------------------------------------------------------------------------------|---------------|
| PRICE                                                                                | 80            |
| SPECIFIC GOALS                                                                       | 20            |
| TARGETED GROUP                                                                       |               |
| Business owned by 51% or more — <b>Women</b>                                         | 5             |
| Business owned by 51% or more - <b>Black People</b>                                  | 5             |
| Enterprises located within the City of Johannesburg <b>Metropolitan Municipality</b> | 10            |
| <b>Total points for Price and SPECIFIC GOALS</b>                                     | <b>100</b>    |

## 9.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which directs the JDA to consider its risk exposure to contractors/Service Providers in terms of the number of contracts awarded to a single Contractor/service provider or the total value of contracts awarded to a single Contractor/service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determine the risk exposure as excessive in instances where the value of the contracts for individual **Professional Service providers i.e. Architects, Project Managers, Engineers, Quantity Surveyor and 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

For **multi-disciplinary professional teams** in instances where the value of the contracts awarded is (e.g. more than one discipline being provided by the same bidder) is either:

1. The greater of **R12 million** or six contracts/ projects in the current financial year or
2. 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.

Bidders may be required to attend interviews should there be a need for clarity.

Unsuccessful bidders will have the opportunity to query the award within 7 days.

## 10. CLOSING DATE TIME AND VENUE FOR SUBMISSIONS

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

The words / Ref:

**URBAN DESIGNER / ARCHITECT - JDA PSPEU UDA001/2023** 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, Newtown** only between the hours of 08H00 and 17H00, but before 12H00 on the day of closure.

**This tender will close on the 15 November 2023.** There will be a public opening of tenders.

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

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular Tender and no correspondence will be entered into. Tender prices must be valid for 90 days.

Queries can be addressed in writing to:

|                        |                                                 |
|------------------------|-------------------------------------------------|
| <b>Department</b>      | DEVELOPMENT & IMPLEMENTATION                    |
| <b>Contact Person:</b> | Thabelo Ratshilumela – tratshilumela@jda.org.za |

**Form A: Business Declaration**

Tender/RFP Number : .....

Tender/RFP Description : .....

Name of Company : .....

Postal Address : .....

Physical Address : .....

Telephone : .....

Fax : .....

Contact Person : .....

Cell Phone 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 firm 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. What is the enterprise's latest annual turnover (excl. VAT): R.....

8. List the personnel or firms who provide the following services:

| SERVICE    | NAME | CONTACT PERSON | TELEPHONE |
|------------|------|----------------|-----------|
| ACCOUNTING |      |                |           |
| LEGAL      |      |                |           |
| AUDITING   |      |                |           |
| BANKING    |      |                |           |
| INSURANCE  |      |                |           |

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

| CONTRACT DESCRIPTION | LOCATION | COMPANY/ EMPLOYER | CONTRACT AMOUNT | EXPECTED COMPLETION ( MONTH & YEAR) |
|----------------------|----------|-------------------|-----------------|-------------------------------------|
|                      |          |                   |                 |                                     |
|                      |          |                   |                 |                                     |
|                      |          |                   |                 |                                     |
|                      |          |                   |                 |                                     |
|                      |          |                   |                 |                                     |
|                      |          |                   |                 |                                     |

SIGNATURE : .....

NAME IN FULL : .....

CAPACITY : .....

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

DATE : .....

**BANK 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: .....

**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 : .....

**FORM 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

.....

**YES/ NO**

.....

**YES/ NO**

---

**YES/ NO**

---

**YES/ NO**

---

[illegible]

| 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)

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.

the

\*\* “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.

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

|             |                                                                                                                                                                                                                                        |                                 |                                |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.3.1       | If so, furnish particulars:                                                                                                                                                                                                            |                                 |                                |
| <b>Item</b> | <b>Question</b>                                                                                                                                                                                                                        | <b>Yes</b>                      | <b>No</b>                      |
| 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.7.1       | If so, furnish particulars:                                                                                                                                                                                                            |                                 |                                |

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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**.....  
**DATE**.....  
**POSITION**.....  
**NAME OF BIDDER**

## FORM D: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

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

in response to the invitation for the bid made by:

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
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or

(f) bidding with the intention not to win the bid.

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**FORM E: Particulars of all Contracts awarded by an Organ of State during the last 5 years (in the event of insufficient space, attach additional information in supplementary document)**

[illegible]

| EMPLOYER | EMPLOYER DETAILS (NAME AND E-MAIL ADDRESS) | NATURE OF WORK | VALUE OF WORK | YEAR OF COMPLETION |
|----------|--------------------------------------------|----------------|---------------|--------------------|
|          |                                            |                |               |                    |
|          |                                            |                |               |                    |
|          |                                            |                |               |                    |
|          |                                            |                |               |                    |
|          |                                            |                |               |                    |
|          |                                            |                |               |                    |
|          |                                            |                |               |                    |
|          |                                            |                |               |                    |

.....  
**SIGNATURE**

.....  
**DATE**

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

**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

**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**

### FORM G: PROPOSED KEY PERSONNEL

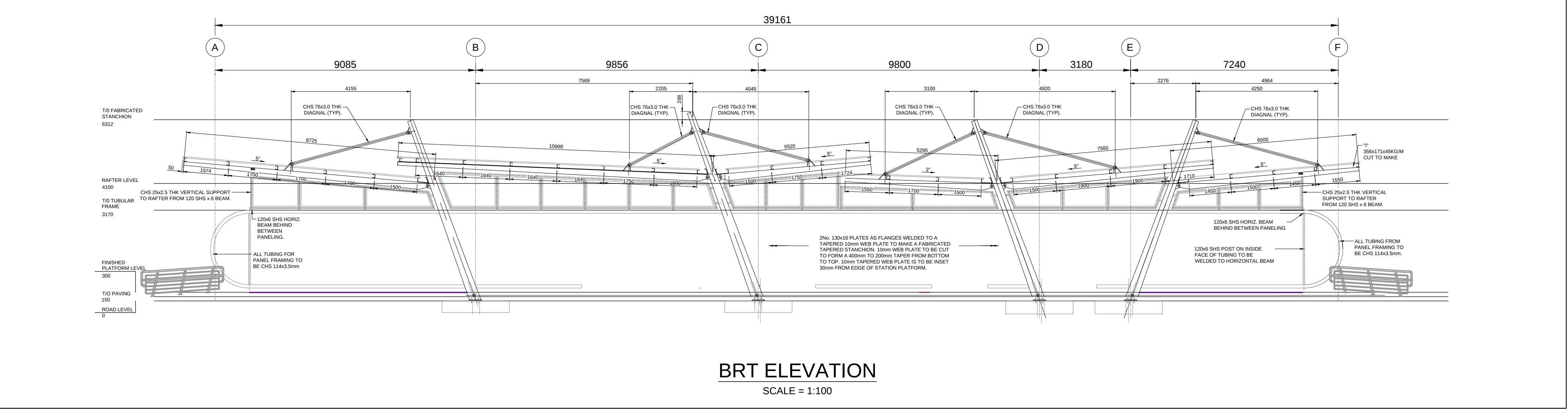
The Tenderer shall list below the key personnel whom he proposes to employ on the contract should his offer be accepted, together with their qualifications, experience and positions held.

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

| DESIGNATION                | NAME AND NATIONALITY OF PROPOSED CANDIDATE | SUMMARY OF QUALIFICATIONS & EXPERIENCE |
|----------------------------|--------------------------------------------|----------------------------------------|
| Project Lead Architects    |                                            |                                        |
| URBAN DESIGNER / ARCHITECT |                                            |                                        |

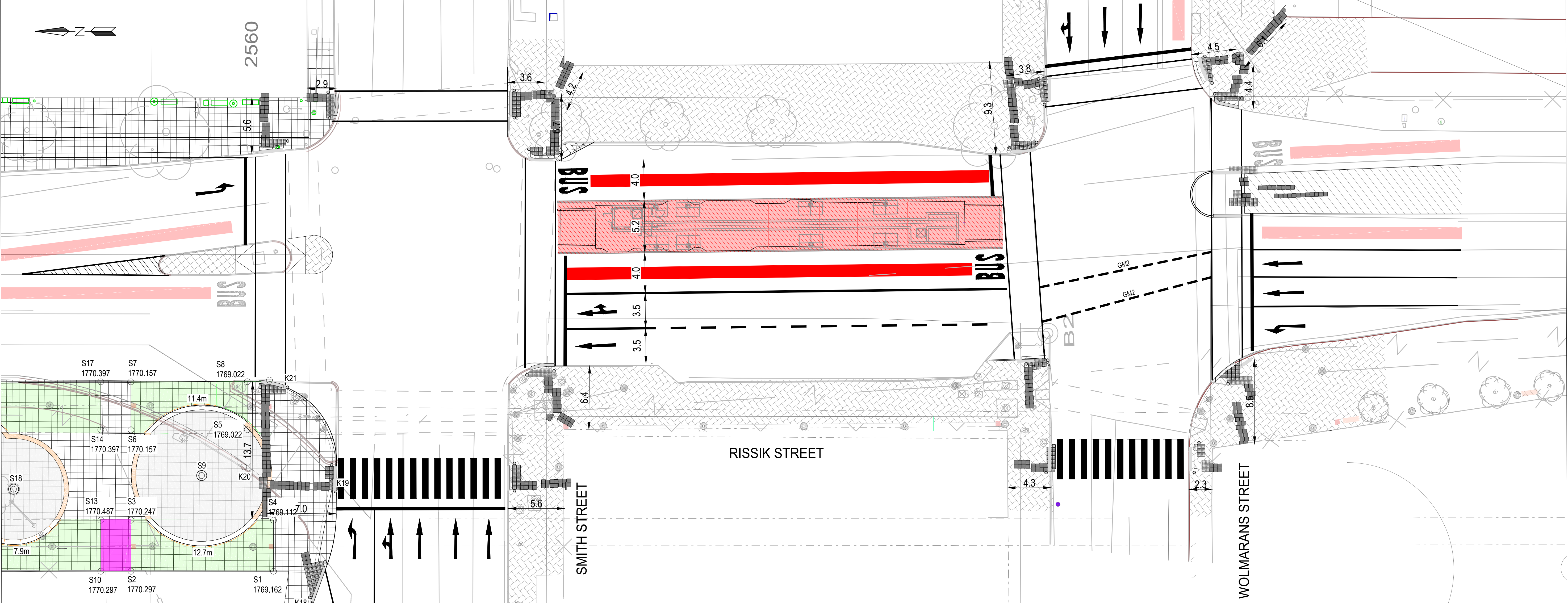
**NOTE:** Detailed Curriculum Vitae of proposed candidates are to be separately provided. Said Curriculum Vitae MUST indicate the name and description of the project, role played in the project and the start and end dates of the project and the values of the projects.

## **PARK STATION DRAWINGS**



BRT ELEVATION

SCALE = 1:100



RISSIK STREET BRT LAYOUT PLAN

SCALE = 1:500

CLIENT:



The Bus Factory  
No. 3 Helen Joseph Street  
Newtown  
Johannesburg

TEL: (011) 688 7851  
FAX: (011) 688 7899  
WEB: www.jda.org.za

PROJECT:

PARK STATION PRECINCT:  
METRO CENTRE TO PARK STATION

DESIGN COORDINATOR APPROVAL:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT MANAGER APPROVAL:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CLIENT APPROVAL:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DRAWN:

CHECKED:

DESIGNED:

SCALES:

DATE MARCH 2017

DRAWING TITLE:

PROJECT No.

JDA PSP/P1-CN001

SIZE

DRAWING No.

REV No.

CONSULTANTS:

FAX: 086 5 5 6 5

etb w. h. 0.28

REVISIONS

REV

DATE

DESCRIPTION

DRAWN