

**City of Joburg Property Company (SOC) Ltd  
Department of Finance: Supply Chain Management Unit**

**POP 01/2026FY/PF**

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

**Important Notice**

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

**Document availability: 10 December 2025**

**Closing date and time of submission: 30 January 2026 at 10h30 (Telkom time) – at Braamfontein, 33 Hoofd Street, Braampark Forum 1, A-Block, 3rd Floor (entrance level) - no bid received after the closing date and time will be accepted or considered.**

**Compulsory briefing session:** All technical enquiries to be emailed to [tenders@jhbproperty.co.za](mailto:tenders@jhbproperty.co.za) from 10 December 2025 until close of business 26 January 2026 and JPC to ensure that all enquiries have been responded to by no later than 29 January 2026.

**Opening of submissions:** 10h30 (Telkom time) – bids will be opened in public in the designated boardrooms at the City of Joburg Property Company (SOC) Ltd 3<sup>rd</sup> Floor (Entrance level), Forum I Block A, Braampark Office Park, 33 Hoofd Street, Braamfontein

**POP NUMBER: POP 01/2026FY/PF: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A PANEL OF PROFESSIONAL CONSULTANTS TO CONDUCT BUILDING CONDITION ASSESSMENTS FOR THE VARIOUS COJ FACILITIES FOR A PERIOD OF THREE (03) YEARS**

**NAME OF BIDDER :**

**DOCUMENTS TO BE SUBMITTED: ONE (1) ORIGINAL AND ONE (1) SOFT COPY (PDF FORMAT) ON A USB FLASH DRIVE CLEARLY MARKED IN BIDDER'S NAME**

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

**Place: Braamfontein, 33 Hoofd Street, Braampark Forum 1, A-Block, 3rd Floor (entrance level)**

**THIS DOCUMENT CONSISTS OF 57 PAGES, IT IS THE RESPONSIBILITY OF THE TENDERER/BIDDER TO SEE THAT ALL PAGES ARE INCLUDED IN THE DOCUMENT**



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## INTRODUCTION

### The City of Johannesburg (CoJ)

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

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

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





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ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
<b>TOTAL NUMBER OF ITEMS OFFERED</b>		<b>TOTAL BID PRICE</b>	<b>R</b>
<b>SIGNATURE OF BIDDER</b>	.....	<b>DATE</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	Supply Chain Management	CONTACT PERSON	
CONTACT PERSON	Supply Chain Management	TELEPHONE NUMBER	
TELEPHONE NUMBER	010 219 9000	FACSIMILE NUMBER	
FACSIMILE NUMBER	010 219 9400	E-MAIL ADDRESS	
E-MAIL ADDRESS	<a href="mailto:tenders@jhbproperty.co.za">tenders@jhbproperty.co.za</a>		

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS OF THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float:right"><input type="checkbox"/></span> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float:right"><input type="checkbox"/></span> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float:right"><input type="checkbox"/></span> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float:right"><input type="checkbox"/></span> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float:right"><input type="checkbox"/></span> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>	

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

SIGNATURE OF BIDDER:.....

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

DATE:.....

**TENDER ADVERT FOR BID: POP 01/2026FY/PF (JPC MBD 2)**

**CITY OF JOBURG PROPERTY COMPANY (SOC) LTD (REG. NO 2000/017147/07) (“JPC”), HEREBY INVITES INTERESTED PARTIES TO SUBMIT REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A PANEL OF PROFESSIONAL CONSULTANTS TO CONDUCT BUILDING CONDITION ASSESSMENTS FOR THE VARIOUS COJ FACILITIES FOR A PERIOD OF THREE (03) YEARS**

<b>Bid Number</b>	<b>POP 01/2026FY/PF</b>
<b>Bid Description</b>	<b>REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A PANEL OF PROFESSIONAL CONSULTANTS TO CONDUCT BUILDING CONDITION ASSESSMENTS FOR THE VARIOUS COJ FACILITIES FOR A PERIOD OF THREE (03) YEARS</b>
<b>Compulsory Briefing Session Date</b>	17 December 2025 @10:00am at (3rd Floor Auditorium, Forum I, A-Block,) 33 Hoofd Street, Braam Park Office Park, Braamfontein.
<b>Document Availability Date</b>	12h00pm on 10 December 2025
<b>Document Cost</b>	Tender document can be downloaded from JPC website and E-tenders website at no cost, via <a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a> or <a href="http://www.etenders.gov.za">www.etenders.gov.za</a>
<b>Closing Date</b>	30 January 2026 at 10h30am (Telkom time)
<b>Disqualifying Criteria</b>	<b>Non-attendance of the compulsory briefing session</b>
<b>Compliance Requirements before an award is made to the successful Bidder</b>	<ul style="list-style-type: none"> <li>• Valid Tax Compliant Verification PIN number issued by SARS.</li> <li>• Proof of registration of the Bidder as follows: <ul style="list-style-type: none"> <li>• Natural persons- certified copy of ID document/ passport <b>(NB: certified ID or passport copies should not older than six (6) months. Smart card IDs must be printed on both sides)</b></li> <li>• Partnership- copy of Partnership Agreement plus IDs of all partners</li> <li>• Company- current CM29/COR 20.1</li> <li>• Close Corporation- current copy of CK1 and/or CK2C and/or COR 20.1</li> <li>• Trust- letter of appointment from the Master of the High Court of SA and deed of trust</li> <li>• JV/Consortium- JV/Consortium Agreement plus CIPC and/or ID documents of all JV/Consortium partner</li> <li>• Entity BBBEE Certificate or JV/Consortium Consolidated BBBEE Certificate or Sworn Affidavit.</li> </ul> </li> <li>• Up to date Municipal Account not older than three (3) months from bid closing date and not over three (3) months in arrears for the individual / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up to date municipal account cannot be submitted / valid lease agreement.</li> <li>• Up to date Municipal Account not older than three (3) months from bid closing date and not over three (3) months in arrears for the Entity / Proof that acknowledgements or arrangements</li> </ul>

	<p>have been made to settle arrears / Affidavit stating why an up to date municipal account cannot be submitted / valid lease agreement.</p> <ul style="list-style-type: none"> <li>• Up to date Municipal Account not older than three (3) months from bid closing date and not over three (3) months in arrears for the Director (s) or Member (s) / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up to date municipal account cannot be submitted / valid lease agreement.</li> <li>• If the director does not own any property at least lease agreement or certified affidavit need to be provided</li> <li>• In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit all required documentation, a JV / Consortium agreement and a consolidated B-BBEE Certificate.</li> <li>• Central Supplier Database (CSD) registration not older than 30 days on tender closing date.</li> <li>• Company resolution for bid signing powers</li> <li>• The following documents must be completed and duly signed:             <ul style="list-style-type: none"> <li>○ Declaration of interest in MBD 4;</li> <li>○ Declaration of the Bidder's Past Supply Chain Practices in MBD 8;</li> <li>○ Certificate of Independent Bid Determination in MBD 9; and</li> <li>○ Bidders Information in JPC MBD 7.1</li> </ul> </li> </ul> <p>NB: False declaration by the bidder will not be accepted.</p> <p>If the entity or any of its directors are listed on the National Treasury register of defaulters, the bid will be rejected.</p>
<b>Evaluation Criteria</b>	<b>Functionality</b>
<b>Address</b>	City of Joburg Property Company SOC Ltd, 3rd Floor (entrance level), A-Block, Forum I, 33 Hoofd Street, Braam Park Office Park, Braamfontein
<b>Enquiries</b>	<a href="mailto:Tenders@jhbproperty.co.za">Tenders@jhbproperty.co.za</a>

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

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



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



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

**BID DESCRIPTION: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A PANEL OF PROFESSIONAL CONSULTANTS TO CONDUCT BUILDING CONDITION ASSESSMENTS FOR THE VARIOUS COJ FACILITIES ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (03) YEARS.**

**BID DOCUMENTS CANNOT BE POSTED, FAXED OR EMAILED.**

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

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

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

**ALL PAGES MUST BE INITIALLED.**

**THE BID BOX IS ACCESSIBLE FROM MONDAY – FRIDAY AT 08H00AM – 16H00PM.**

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

## GENERAL TERMS OF REFERENCE PROCEDURES AND CONDITIONS (JPC MBD3)

### 1. Purpose

- 2.1 The purpose of this request is to request for proposals for the appointment of a panel of professionals to conduct building condition assessments for COJ facilities for a period of three (03) years.

### 2. Conditions of Proposal

- 2.2 The City of Joburg Property Company SOC Ltd (Reg. No 2000/017147/07) (“JPC”), hereby invites interested suitable qualified/experienced Bidders to submit proposals for consideration for the appointment for the work described in this POP.
- 2.3 A maximum of 15 (fifteen) bidders will be appointed on to the panel of panel of professionals and only the top highest scoring bidders on Stage 1: Technicality / Functionality Evaluation will be included in the panel.
- 2.4 Appointment will be made in accordance with JPC’s standard conditions of the contract.
- 2.5 The appointment will be valid for three (03) years from the date of the appointment.

### 3. Submission of Proposals

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

### 4. Further Conditions

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



justifiable reasons.

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

**Enquiries**

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

POSTAL ADDRESS .....

STREET ADDRESS .....

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

CELLPHONE NUMBER CODE ..... NUMBER .....

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

E-MAIL ADDRESS .....

SIGNATURE OF BIDDER .....

DATE .....

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

**DECLARATION OF INTEREST**

**(MBD 4)**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their 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.

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



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No.	Information	Please provide detail	
3.7.2	Service of state organization		
3.8	Have you been in the service of the state for the past twelve months?  If yes, please furnish particulars :	Yes	No
3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?  If yes, please furnish particulars :	Yes	No
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?  If yes, please furnish particulars :	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	<i>Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?</i>  If yes, please furnish particulars :	Yes	No
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state?	Yes	No

No.	Information	Please provide detail	
	If yes, please furnish particulars:		
3.12.1	Name of director		
3.12.2	Name of relative		
3.12.3	Relationship		
3.13	<p>Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?</p> <p>If yes, please furnish particulars:</p>	Yes	No
3.13.1	Name of director		
3.13.2	Related company		
Note:	<p>SCM Regulations:</p> <p>“In the service of the state” means to be –</p> <ul style="list-style-type: none"> <li>• a member of – <ul style="list-style-type: none"> <li>• any municipal council;</li> <li>• any provincial legislature; or</li> <li>• the national Assembly or the national Council of provinces;</li> </ul> </li> <li>• a member of the board of directors of any municipal entity;</li> <li>• an official of any municipality or municipal entity;</li> <li>• an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);</li> <li>• a member of the accounting authority of any national or provincial public entity; or</li> <li>• an employee of Parliament or a provincial legislature.</li> </ul> <p>“2 Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.</p>		



## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 (MBD 6.1)

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to this bid:

- The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## POINTS AWARDED FOR FINANCIAL OFFER

### 2.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for financial offer on the following basis:

80/20

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for financial offer of bid under consideration

$P_t$  = Financial Offer of bid under consideration

$P_{min}$  = Financial Offer of lowest acceptable minimum bid

## 3. POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 80/20 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

Goals	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of Verification
Specific goal 1: HDI	<p><b>Business owned by 51% or more – Black People</b></p> <p>51% Black Ownership = 5 points Less than 51% Black Ownership = 0 points</p>	5		Provide a CSD, Valid BBBEE Certificate/ Original Affidavit Sworn under Oath, ID copy of owner/s of the business and shareholder's certificate/s
Specific Goal 2: Promotion of local economy	<p><b><u>SMMEs (An EME or QSE)</u></b></p> <p>An EME or QSE = 5 points Not an EME or QSE = 0 points</p>	5		Provide a CSD and Valid BBBEE Certificate/Affidavit Sworn under Oath
	<p><b>Enterprises located within the City of Johannesburg Municipality</b></p> <ul style="list-style-type: none"> <li>➤ Within COJ = 10 points</li> <li>➤ Outside COJ = 0 point</li> </ul>	10		CSD and proof of municipal account

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## DECLARATION WITH REGARD TO COMPANY/FIRM

3.3. Name of company/firm.....

3.4. Company registration number: .....

3.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

3.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.



\_\_\_\_\_  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** \_\_\_\_\_

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

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NB: Preferential Goals will not be used for evaluating this particular bid, however Preferential Goals will be applicable during the RFQ stage.**



**BIDDER'S INFORMATION**

**(JPC MBD 7)**

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

**BIDDER BANKING DETAILS**

Name of bidder's Banker	
Contact details of banker	

**Please indicate how you became aware of the invitation to submit this Proposal**

The Star		JPC Web site	
Sowetan		E- Tenders	
JPC Social Media Accounts		JPC notice board	

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

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

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

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the accounting officer / authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> and can be accessed by clicking on its link at the bottom of the home page</b></p>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> by clicking on its link at the bottom of the home page.</b></p>	Yes	No



POP NUMBER: POP 01/2026FY/PF: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A PANEL OF PROFESSIONAL CONSULTANTS TO CONDUCT BUILDING CONDITION ASSESSMENTS FOR THE VARIOUS COJ FACILITIES FOR A PERIOD OF THREE (03) YEARS

Item	Question	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		

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

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

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

(MBD 9)

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

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

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



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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

in response to the invitation for the bid made by:

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

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

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

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

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

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

.....	.....
Signature	Date
.....	.....
Position	Name of Bidder

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## BID SPECIFICATION (JPC MBD 10)

### 1. INTRODUCTION

The City of Johannesburg Property Company SOC Limited (“**JPC**”) is seeking to establish a panel of suitably qualified professional consultants (multidisciplinary teams) to perform comprehensive building condition assessments on its extensive municipal property portfolio. JPC is mandated with managing and maintaining the City of Johannesburg’s asset register, which currently comprises approximately 29,000 properties.

This initiative aims to strengthen the City’s asset lifecycle management practices and to provide a strategic foundation for informed maintenance planning, budgeting, and infrastructure investment decisions. The condition assessments will support the refinement of JPC’s asset risk profiles, renewal planning, and asset management system effectiveness.

To ensure the assessments are aligned with global and national best practices, bidders are expected to align their methodology and deliverables with the following frameworks:

- **CIDMS Toolkit** – The Cities Infrastructure Delivery and Management System, developed by the National Treasury in partnership with metropolitan municipalities (including the City of Johannesburg), which localizes ISO 55000 principles to support infrastructure asset sustainability and spatial transformation in South African cities.
- **NIAMM Standard and Guidelines** – The National Immovable Asset Maintenance Management framework provides structured guidance for asset care planning, maintenance prioritization, and the development of maintenance management plans across public-sector immovable assets.

The condition assessments must, therefore, address the following key elements in alignment with these frameworks:

- A detailed **portfolio overview**, including asset hierarchies and classifications;
- Development of an **asset risk profile** using condition-based and criticality assessments;
- Establishment of **asset renewal profiles**, aligned with lifecycle planning and serviceability assessments;

By adopting this structured and standards-based approach, JPC seeks to institutionalize proactive asset care and improve the quality, cost-efficiency, and sustainability of its property portfolio over the long term.

### 2. PURPOSE AND OBJECTIVE

The main objective of the panel is to appoint teams of experienced industry professionals to perform building condition assessments of the City of Johannesburg (“**CoJ**”) properties located across all seven city regions. The team of professionals envisaged are typically engineers of various disciplines including skilled-trade technicians, and other professionals in the built environment. Once the conditional assessment data has been collected, appropriate estimates to correct the deficiencies should be prepared to restore the facilities to a state of

good repair, meeting all Statutory Building Compliance Requirements and operational standards for designated use of the property.

### 3. SCOPE OF WORK

- a. **General:** The Consultant shall review available information, make inquiries of the property owner, make observations sufficient to establish the type and approximate extent of physical deficiencies, and take representative measurements and make informed estimates of the cost to remedy physical deficiencies and to prepare the lifecycle replacement report/schedule.

#### i. State of Buildings Assessment Activities

The Consultant will be required to provide an on-site validation of the state of facilities/buildings to determine their serviceability. As minimum requirements, the Consultant will provide the following:

- a. Recommend least cost options for the architectural solutions for the facilities.

#### ii. Civil/Structural Engineering Assessment Activities

The Consultant is required to conduct building assessments to determine the potential risks in relation to the buildings and existing services (surface and underground). As a minimum requirement, the Consultant is to provide the following:

- a. Detailed report/s on all Civil/Structural aspects on the facilities from a structural integrity /service limit, capacity including parking and interconnecting access gates/routes to the facility for traffic impact.
- b. Recommend least cost options for making good the facilities/building in a short-term to long-term.

#### iii. Electrical Engineering Assessment Activities

The *Consultant* will be required to conduct assessments of electrical reticulation and power demands for all the facilities. As a minimum the *Consultant* is to provide the following:

- a. Detailed report on the existing state of electrical systems for each facility/building in terms of demand and supply.
- b. Assessments of existing wiring and circuit boards/breakers.
- c. Assess the state of energy efficiency for each facility.
- d. Provide a least cost options for making good or upgrade the electrical systems for each facility/building.

#### iv. Mechanical Engineering (HVAC) Assessment Activities

As heating, ventilation, air-conditioning (“HVAC”) is the most crucial aspect of office/corporate facilities, its efficiency is important to the JPC business. The *Consultant* will be required to conduct assessments on the state of HVAC systems for all the facilities/buildings. As a minimum the *Consultant* is to provide the following:

- a. A detailed report on the state of the HVAC system for each facility/building
- b. Assessments of the HVAC equipment and ducting to determine their serviceability.
- c. Determine the efficiency of the HVAC systems
- d. Assess the air quality/temperature tests per floor square meter.

- e. Provide a least cost options for making good/repairs or replacement of existing HVAC systems or equipment.

**v. Best Practice Building Condition Assessment Activities**

The *Consultant* is required to conduct building assessments to determine the potential risks in relation to all other aspects of the buildings and services that would form part of best practice in comprehensive building condition assessments. The Consultant is expected to report on all aspects of the building that may have been omitted in sections 3.1.1 to 3.1.4 above and should cover the following best practice elements:

- a. Site
- b. Frame and Envelope
- c. Interior Elements
- d. Plumbing, HVAC and Electrical
- e. Elevators and other mechanical systems
- f. Fire protection/life safety
- g. Miscellaneous issues
  - Adequacy and compliance in support of persons with disabilities
  - Environmental concerns (including asbestos)
  - Building Code violations (including department of labour inspections)
  - Building measurement confirmation

**4. Survey and Research Procedures**

The Consultant shall plan the execution of the building condition assessments in such a way that they are able to collect adequate and relevant evidence that will assist them to make the most appropriate opinion on the physical deficiencies and long term replacement reserves of the property. The Consultant is expected to employ best practice research techniques in the collection of evidence and formulation of their opinion.

The Consultant shall be expected where practicable to place reliance on:

- Interviewing building management and ownership.
- Interrogatories with pertinent building systems service personnel, vendors, relevant CoJ departments and tenants.

In addition, attempt to discover the following information:

- Type and extent of deferred maintenance.
- Type and extent of latent or patent defects.
- Anticipated costs to remedy known physical deficiencies at the property.
- Historical costs incurred for repairs, improvements, recurring replacements, etc.
- Programme for preventive maintenance, repairs, and budgeting for replacement reserves
- Age of systems, components and equipment when different from property age.
- Current and recent maintenance practices.
- Existence of outstanding citations for building, fire and zoning code violations.
- Existence of any compliance assessments to meet the needs of persons with disabilities.
- Existence of any other previously prepared due diligence survey.
- Energy management efficiencies.
- Environmental concerns.

## 5. Report

The Consultant shall be expected to provide a report which includes opinions on the state of the building including but not limited to the following:

### a. Executive Summary

- a) General Description
- b) General Condition
- c) Estimated Required Expenditures
  - Deferred Maintenance and Physical deficiencies
  - Replacement Reserve Expenditures
- d) Recommendations

### b. Purpose and Scope will cover the following but is not limited to

#### i. Civil works and Wet works

- a. Paving Areas
- b. Water networking
- c. Storm water/ sewage
- d. Manhole networks
- e. Pumps including bore holes and sump pumps
- f. Drainage
- g. Grease traps
- h. Fencing
- i. Retainer walls
- j. Ground work/landscaping
- k. Plumbing

#### ii. Structural works

- a. Roof coverings
- b. Walls
- c. Structural integrity (sub and super structure)
- d. Facade
- e. Staircases
- f. Vertical shafts
- g. Waterproofing
- h. Rafters
- i. Ceiling
- j. Flooring etc...

#### iii. Electrical engineering

- a. Switch gear
- b. Transformers
- c. Main and Sub-distribution boards
- d. Generators
- e. UPS
- f. Electrical reticulation (i.e. lights plugs etc.)
- g. Power factor correction

- h. Electrical COC`s
- i. Protection systems (lightning Arrest)

**iv. Mechanical Engineering**

- a. HVAC
- b. Pumps (e.g boreholes etc).
- c. Lifts –condition Annexure A and B
- d. Fire sprinklers
- e. Hose reels
- f. Cooling towers
- g. BMS
- h. All pipe works

**v. Building compliance**

- a. OHASA
- b. Occupancy compliance
- c. Disability ramps and ablutions
- d. Fire compliance
- e. Building performance and level of compliance with National building regulations

**vi. Green Initiatives**

- a. Energy management
- b. Building fabrics
- c. Recycling
- d. Waste management
- e. Grey water systems

**c. Description and Condition**

**d. Cost Estimates to Remedy Deficiencies**

**e. Replacement Reserve Analysis**

**f. Qualifications**

- Limiting Conditions
- Consultant’s Certification

**g. Exhibits**

- Photographs
- Pre-survey questionnaire and disclosure schedule
- Subject description and parameters schedule
- Schedule of data/documents reviewed

The Building Condition Assessment Report should add all aspects of best practice that may have been omitted in article 5.

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## BIDS WILL BE EVALUATED AS FOLLOWS:

### 1. DISQUALIFICATION CRITERIA

Non-attendance of the Compulsory Briefing session

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

- 1.1. Valid Tax Compliant Verification PIN number issued by South African Revenue Services (SARS).
- 1.2. Proof of registration of the Bidder as follows:
  - Natural persons- certified copy of ID document/ passport (**NB: certified ID or passport copies should not older than six (6) months. Smart card IDs must be printed on both sides**)
  - Partnership- copy of Partnership Agreement plus IDs of all partners
  - Company- current CM29/COR 20.1
  - Close Corporation- current copy of CK1 and/or CK2C and/or COR 20.1
  - Trust- letter of appointment from the Master of the High Court of SA and deed of trust
  - JV/Consortium- JV/Consortium Agreement plus CIPC and/or ID documents of all JV/Consortium partner
- 1.3. Entity BBEE Certificate or JV/Consortium Consolidated BBEE Certificate or Sworn Affidavit.
- 1.4. Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the individual / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up-to-date municipal account cannot be submitted / valid lease agreement.
- 1.5. Up- to-date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Entity / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up-to-date municipal account cannot be submitted / valid lease agreement.
- 1.6. Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Director (s) or Member (s) / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up-to-date municipal account cannot be submitted / valid lease agreement.
- 1.7. In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit all required documentation, a JV / Consortium agreement and a consolidated B-BBEE Certificate.
- 1.8. Central Supplier Database (CSD) registration not older than 30 days on tender closing date.
- 1.9. Company resolution for bid signing powers
- 1.10. The following documents must be completed and duly signed:
  - Declaration of interest in MBD 4;
  - Declaration of the Bidder's Past Supply Chain Practices in MBD 8;
  - Certificate of Independent Bid Determination in MBD 9; and



- Bidders Information in JPC MBD 7.1

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

## EVALUATION CRITERIA (JPC MBD 11)

### STAGE 1: TECHNICALITY / FUNCTIONALITY EVALUATION

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

No.	Functionality	Weight	Returnable
1.	<p><b>COMPANY EXPERIENCE AND REFERENCES</b></p> <p>The bidder must demonstrate their relevant experience in conducting building condition assessment services similar to that of the JPC's requirement as stated in this tender.</p> <p>The Bidder to submit a minimum of three (3) projects, with no less than 7 properties assessed per project, that the company has been involved in, aligned to the JPC requirements as stated in this tender.</p> <ul style="list-style-type: none"> <li>• Submit seven (7) or more completed projects since inception of the firm <b>(45)</b></li> <li>• Submit six (6) completed projects since inception of the firm <b>(35)</b></li> <li>• Submit five (5) completed projects since inception of the firm <b>(25)</b></li> <li>• Submit four (4) completed projects since inception of the firm <b>(15)</b></li> <li>• Submit three (3) completed projects since inception of the firm <b>(5)</b></li> <li>• Submit less than three completed projects since inception of the firm <b>(0)</b></li> </ul> <p>The company experience and references must also be attached <b>(As per JPC MBD 12 on page 40)</b></p> <p>Failure to submit all necessary documentation will result in the bidder being awarded zero points in the evaluation process.</p>	45	<p>Bidders to submit <u>signed</u> letters of reference for the period of inception of the firm. The letters must be on the client's letterhead indicating the following:</p> <ul style="list-style-type: none"> <li>• name of the project.</li> <li>• project duration (start and completion date).</li> <li>• project scope of works.</li> <li>• Number of properties assessed.</li> <li>• clients comments on service provider's performance on the project.</li> <li>• client representative responsible for the project.</li> <li>• client's email address and contact details.</li> </ul> <p>As a minimum requirement, the project scope of works of the reference letters must contain the following deliverables:</p> <ul style="list-style-type: none"> <li>• Executive report with a concise overview of findings across all properties highlighting critical issues, risks and prioritized recommendations.</li> <li>• Detailed individual</li> </ul>

No.	Functionality	Weight	Returnable
			<p>reports for each property covering building systems assessments, exterior and interior conditions, safety and code compliance, remaining useful life analysis.</p> <ul style="list-style-type: none"> <li>• Cost estimates and capital expenditure plans.</li> </ul> <p><b>Any reference letter that does not have the above will not be considered. Furthermore, a completion certificate will not be considered as reference letters.</b></p>
2.	<p><b>QUALIFICATION AND EXPERIENCE OF THE PROJECT TEAM LEADER</b> (Accountable and contracted by the Bidding entity)</p> <p>The bidder's proposed project leader must provide qualifications, skills and experience in providing in building condition assessment services.</p> <p><b>2.1 a) Qualifications (5)</b> A relevant qualification in the Built Environment, Engineering or Law.</p> <ul style="list-style-type: none"> <li>- Certified copies of qualifications and ID</li> <li>- SAQA for foreign qualifications</li> </ul> <ul style="list-style-type: none"> <li>• Masters and above (NQF 9) (5)</li> </ul>	10	<p>A CV not more than four (4) pages indicating qualifications and experience relevant to building condition assessment services and relevant to the scope of work only.</p> <p><b>Certified</b> copies of relevant qualifications and valid professional registrations to be included.</p> <p><b>Bidder to submit an Organogram indicating a</b></p>

No.	Functionality	Weight	Returnable
2.2	<ul style="list-style-type: none"> <li>• Honours Degree (NQF 8) (4)</li> <li>• Degree (NQF 7) (3)</li> <li>• National Diploma (NQF 6) (2)</li> <li>• Recognised formal certificate (NQF 5) (1)</li> </ul> <p>Any other qualification, professional membership or experience, will not be considered/Non-submission of certified copy of Qualifications and ID/non-submission of SAQA certificate for foreign qualifications (0)</p> <p><b>b) Skills and experience (5)</b></p> <p>The project team leader must have a minimum of five (5) years of track record and experience in building condition assessments.</p> <p>The Project Lead must demonstrate one or more of the following skills and experience:</p> <ul style="list-style-type: none"> <li>- Experience in coordinating work of building condition assessment team.</li> <li>- Experience in project management and leading a multidisciplinary team.</li> <li>- Track record in leading complex building condition assessment projects.</li> </ul> <ul style="list-style-type: none"> <li>• 13 or more years (5)</li> <li>• 11-12 years (4)</li> <li>• 9-10 years (3)</li> <li>• 7-8 years (2)</li> <li>• 5-6 years (1)</li> <li>• less than 5 years and/or no relevant or related experience (0)</li> </ul>		<p><b>team leader and the support project team.</b></p> <p><b>Bidder to complete JPC MBD 12 with the same personnel.</b></p> <p><b>Bidders who fail to submit an Organogram and complete JPC MBD 12 will score (0) points.</b></p> <p><b>CV's submitted must be the same as found on JPC MBD 12 and the Organogram. Cvs submitted but not on the Organogram and JPC MBD 12 will score (0) points.</b></p>
3.	<b>QUALIFICATION AND SKILLS OF THE PROJECT TEAM MEMBERS</b>	<b>35</b>	CVs not more than four (4) pages indicating

No.	Functionality	Weight	Returnable
	<p>The bidder's proposed project team members must provide qualifications, skills and experience aligned to building condition assessment services.</p> <p>The project team members must have a minimum of NQF level 7 , in the built environment or engineering. The project team members must also have a minimum of five (5) years of track record and experience.</p> <ul style="list-style-type: none"> <li>• Project Manager (PMI): B-Tech/BSC in Project management (5)</li> <li>• Civil / Structural Engineer): B-Tech/BSC in Engineering (ECSA) (5)</li> <li>• Mechanical Engineer): B-Tech/BSC in Engineering (ECSA) (5)</li> <li>• Electrical Engineer (ECSA)): B-Tech/BSC in Engineering (5)</li> <li>• Quantity Surveyor (ASAQS)): B-Tech/BSC in Building (5)</li> <li>• Architect (SACAP)): B-Tech/BSC in Architect (2.5)</li> <li>• FM Specialist (SAFMA/IFMA/RICS) ): B-Tech/BSC in Facilities Management (2.5)</li> <li>• Heritage Specialist (2.5) B-Tech/BSC in Heritage and Museum Studies or Archaeology, Architecture (conservation) or History</li> <li>• OHAS Specialist ): B-Tech/BSC in Safety Management (2.5)</li> </ul> <p>All listed project team members must have valid professional qualification or registration with the respective bodies as listed above.</p> <p><b>ANY OTHER QUALIFICATION, PROFESSIONAL MEMBERSHIP OR EXPERIENCE, WILL NOT BE CONSIDERED</b></p>		<p>qualifications and experience in years relevant to building condition assessment services and relevant to the scope of work only.</p> <p><b>Certified</b> copies of relevant qualifications and valid professional registrations to be included.</p> <p>For avoidance of doubt, a valid professional membership/registration refers to:</p> <p><b>PMI (Project Management Institute)</b>  <b>ECSA (Engineering Council of South Africa)</b> for all engineers  <b>ASAQS (Association of South African Quantity Surveyors)</b>  <b>SACAP (South African Council for the Architectural Professions)</b>  <b>SAFMA/IFMA/RICS (South African Facilities Management Association- AFP/International Facilities Management Association- CFM/Royal Institution of Chartered Surveyors- MRICS)</b> for FM Specialist .</p> <p><b>Bidder to submit an Organogram indicating a</b></p>

No.	Functionality	Weight	Returnable
			<p>team leader and the support project team.</p> <p>Bidder to complete JPC MBD 12 with the same personnel.</p> <p>Bidders who fail to submit an Organogram and complete JPC MBD 12 will score (0) points.</p> <p>CV's submitted must be the same as found on JPC MBD 12 and the Organogram. CVS submitted but not on the Organogram and JPC MBD 12 will score (0) points.</p>
4.	<p><b>METHODOLOGY AND REPORT</b></p> <p><b>a) Project Plan and detailed Methodology (5)</b></p> <p>The Bidder to present a detailed description of their plan and response time in Conducting Building Conditions Assessments and utilisation of their Experienced team.</p> <p>For avoidance of doubt, this must include, but not limited to, a short write up on the approach to achieving each deliverable and associated timelines:</p> <ul style="list-style-type: none"> <li>- Project initiation and planning</li> <li>- Pre-assessment preparation</li> <li>- Site visits and data collection</li> <li>- Data analysis and evaluation</li> <li>- Report preparation</li> </ul>	10	<p>Project plan and methodology indicating how they are going to conduct the BCA.</p>

No.	Functionality	Weight	Returnable
	<p>- Client presentation and review</p> <p><b>b) Draft executive summary report and associated documents (5)</b></p> <p>The Bidder to provide a draft report on a building condition assessment project in line with the Bid Specification and Scope of work of this tender.</p>		
<b>TOTAL SCORE</b>		<b>100</b>	

**Bids that do not meet the minimum threshold of 70 points from company experience and references and qualification and skills of the project team and team leader will not be considered further for presentation to the Bid Evaluation Committee.**



**STATEMENT OF BIDDERS EXPERIENCE (JPC MBD 12)**

NAME OF BIDDER: .....

BID NO.: .....

**The bidders CV's and qualifications submitted must be the same as incumbents that will be annotated below.** The value of relevant project management/ program management work previously completed by the bidder or by the bidders principles (meaning key employees/shareholders of the bidder but for work completed for another entity or previous employer) is as follows:

	RELEVANT PROJECT	VALUE OF WORK COMPLETED	PROJECT OWNER	CONTACT DETAILS OF REFERENCE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
<b>TOTAL</b>				



## STANDARD CONDITIONS OF SUBMISSION (JPC MBD 13)

The following conditions apply to all bids submitted:

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

### **SUBMISSION OF PROPOSALS**

- Bidder(s) are invited to submit their Proposals by completing the returnable Municipal Bidding Documents (MBDs) and JPCs' MBDs contained in this document.
- In this regard:
  - No other form of Proposal will be accepted. The MBDs must not be construed as an offer.
  - The Bidder(s) must submit one (1) original and one (1) soft copy (PDF Format) on a USB Flash drive clearly marked in Bidder 's Name.
  - All Proposal documentation received shall be deemed JPC property and shall not be returned or thus requested back by any Bidder.
- Proposals must be sealed, clearly marked with POP name and number, and addressed to The Chief Executive Officer, City of Joburg Property Company (SOC) Ltd
- Bidder's return address must be clearly indicated at the back of the envelope.
- The fully completed document with annexures must be submitted before the closing date specified on the front cover, and be deposited in the tender box made available by the Client Services Centre of:

The City of Joburg Property Company (SOC) Ltd  
Braamfontein, 33 Hoofd Street, Braampark Forum 1, A-Block, 3rd Floor (entrance level)
- **PROPOSALS WHICH ARE NOT SUBMITTED IN A PROPERLY SEALED AND MARKED ENVELOPE AND DEPOSITED IN THE BOX BEFORE THE CLOSING DATE, WILL NOT BE OPENED.**
- **PROPOSALS WHICH ARE NOT SUBMITTED IN THE CORRECT FORMAT WITH ANNEXURES ATTACHED, DULY COMPLETED, INITIALLED AND SIGNED, WILL NOT BE CONSIDERED.**
- The information required in the MBDs must be provided accurately and honestly. All details provided by the Bidder(s) will be regarded as material representations, which the JPC base the evaluation of the Proposal on. Any misrepresentation will be treated as material and will result in the disqualification of the Proposal by the JPC. Bidders, who fail to provide such information to the satisfaction of the JPC, will be disqualified.

## **OPENING OF PROPOSALS**

- All proposals are to be submitted at the JPC offices, on or before the closing date and time. The Opening Register will be uploaded on the JPC website.
- Bidder's return address must be clearly stipulated or indicated on the back of the envelope

## **EVALUATION OF PROPOSALS**

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

## **RESOLUTIONS OF DISPUTES**

- Persons or bidders who are aggrieved by decisions or actions taken in the implementation of Supply Chain Management system or in the awarding of the bid, must within 20 (twenty) days of the awarding of the bid, lodge a written complaint containing the details of the dispute arising to the Chief Executive Officer of JPC at the following address or telefax number:

3<sup>rd</sup> Floor, Forum 1, Braampark, 33 Hoofd Street, Braamfontein  
Fax: (010) 219 9400

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

### **PROHIBITIONS**

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

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

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

## **GENERAL ENQUIRIES**

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

## JPC STANDARD CONDITIONS OF APPOINTMENT (JPC MBD 14)

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

Upon receipt of such notice, the Service Provider shall take immediate steps to bring the services to a close and to reduce expenditure to a minimum. Upon termination of the appointment the Service Provider shall deliver to JPC the originals of all documents in the possession of the Service Provider relating to and/or in connection with the appointment in both hard copy and (insofar applicable) electronic format.

9. **Force Majeure:** The Service Provider shall promptly notify JPC, in writing, of any situation or event arising from circumstances beyond its control and which he could not reasonably foresee, which makes it impossible for the Service Provider to carry out in whole or in part, his obligations under this appointment. Upon the occurrence of such a situation or event, the services shall be deemed to be postponed for a period of time equal to the delay caused by the Force Majeure and a reasonable period not exceeding two weeks.

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

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20. ***Dispute Resolution:***

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

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

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

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**REGISTRATION DOCUMENTS (JPC MBD 15)****THE FOLLOWING DOCUMENTS MUST BE ATTACHED HEREAFTER (AS MBD) AS PROOF OF REGISTRATION:**

- *Natural persons- certified copy of ID document/ passport (NB: certified ID or passport copies should not older than six (6) months. Smart card IDs must be printed on both sides)*
- *Partnership- copy of Partnership Agreement plus IDs of all partners*
- *Company- current CM29/COR 20.1*
- *Close Corporation- current copy of CK1 and/or CK2C and/or COR 20.1*
- *Trust- letter of appointment from the Master of the High Court of SA and deed of trust*
- *JV/Consortium- JV/Consortium Agreement plus CIPC and/or ID documents of all JV/Consortium partner*
- *Entity BBEE Certificate or JV/Consortium Consolidated BBEE Certificate or Sworn Affidavit.*



POP NUMBER: POP 01/2026FY/PF: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A PANEL OF PROFESSIONAL CONSULTANTS TO CONDUCT BUILDING CONDITION ASSESSMENTS FOR THE VARIOUS COJ FACILITIES FOR A PERIOD OF THREE (03) YEARS

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## BIDDER'S COMPANY PROFILE (JPC MBD 16)



POP NUMBER: POP 01/2026FY/PF: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A PANEL OF PROFESSIONAL CONSULTANTS TO CONDUCT BUILDING CONDITION ASSESSMENTS FOR THE VARIOUS COJ FACILITIES FOR A PERIOD OF THREE (03) YEARS

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## POWER OF ATTORNEY OR COMPANY RESOLUTION (JPC MBD 17)



POP NUMBER: POP 01/2026FY/PF: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A PANEL OF PROFESSIONAL CONSULTANTS TO CONDUCT BUILDING CONDITION ASSESSMENTS FOR THE VARIOUS COJ FACILITIES FOR A PERIOD OF THREE (03) YEARS

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**PROOF OF UP TO DATE MUNICIPAL ACCOUNT / AFFIDAVIT / PROOF OF ARRANGEMENTS TO SETTLE ARREARS (JPC MBD 18)**



POP NUMBER: POP 01/2026FY/PF: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A PANEL OF PROFESSIONAL CONSULTANTS TO CONDUCT BUILDING CONDITION ASSESSMENTS FOR THE VARIOUS COJ FACILITIES FOR A PERIOD OF THREE (03) YEARS

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## JOINT VENTURE / CONSORTIUM AGREEMENT (JPC MBD 19)

## **CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI) (JPC MBD 20)**

This section sets out how personal information will be collected, used and protected by the City of Joburg Property Company SOC Ltd (hereinafter referred to as “JPC”), as required by the Protection of Personal Information Act.

The use of the words “the individual” for the purposes of this document shall be a reference to any person, with reference to the bidder and its directors/shareholders/personnel, communicating with JPC and/or concluding any agreement, registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

### **1. What is personal information?**

The personal information that JPC may require relates to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

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

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

- reporting initiatives to the City of Johannesburg Metropolitan Municipality;
- reporting all contracts awarded to National Treasury;
- obtaining information related to Tax Compliance information from SARS;
- verifying information on the National Treasury database of defaulters;
- evaluating and processing applications for registration on the database;
- compiling statistics and other reports;
- providing personalised communication in respect of the tender/quotation submitted;
- complying with the law; and/or
- for a purpose that is ancillary to the above.
- for the evaluation and adjudication of Quotations, Request for Proposals and Panel of service providers
- posting all awards for Request for Proposals and Panel on the JPC website

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

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

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

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

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

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

In the event of another party/ies acquiring all of or a portion of JPC's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

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

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

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

- I understand that withholding of or failure to disclose personal information will result in JPC being unable to perform its functions and/or any services or benefits I may require from JPC.
- Where I shared personal information of individuals other than myself with JPC I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold JPC not responsible and harmless in respect of any claims by any other person on whose behalf I have consented, against JPC should they claim that I was not so authorised.
- I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold JPC responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

#### **6. Rights regarding the processing of personal information:**

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide JPC with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if JPC agrees to same in writing. JPC specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- In order to withdraw consent, please contact the JPC Information Officer/SCM
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify JPC so that our records may be updated. JPC will largely rely on the individual to ensure that personal information is correct and accurate.



- The individual has the right to access their personal information that JPC may have in its possession and are entitled to request the identity of which third parties have received and/or processed personal information for the purpose.



Please note however, that any request in this regard may be declined if:

- the information comes under legal privilege in the course of litigation,
- the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
- giving access may cause a third party to refuse to provide similar information to JPC,
- the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
- the information as it is disclosed may result in the disclosure of another person's information,
- the information contains an opinion about another person and that person has not consented, and/or
- the disclosure is prohibited by law.

**7. Queries relating to breach of personal information:**

Please submit queries relating to the breach of personal information to the JPC's information officer and SCM in writing as soon as the breach is discovered.

Signature:	Date:
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