

# CITY OF JOBURG PROPERTY COMPANY (SOC) LTD

## BID PROPOSAL



**BID NUMBER: RFP 04/2021**

**RFP 04/2021 - REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A TOWN PLANNER TO UNDERTAKE TOWNSHIP ESTABLISHMENT AT THE REMAINDER OF PORTION 1 AND PORTION 31 OF THE FARM BERGVALLEI 371R FOR A PERIOD OF 36 MONTHS**

**NAME OF BIDDER :**

**CSD NUMBER :**

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

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

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

RFP 04/2021

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

**Important Notice**

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

Document availability: 20 August 2021 at 12h00

No briefing session: All technical enquiries to be emailed to [rfp04@jhbproperty.co.za](mailto:rfp04@jhbproperty.co.za) from 23 August 2021 until 10 September 2021 and JPC to ensure that all enquiries have been responded to by no later than 14 September 2021.

Closing time of submission: 17 September 2021 at 10h30 (Telkom time) –at tender box located at 33 Hoofd Street, Braampark , Forum 1, A-Block, 3<sup>rd</sup> Floor ( reception area) - no bid received after the closing date and time will be accepted or considered,

Opening of submissions: 10h30 – bids will be opened in public in the designated boardrooms at City of Joburg Property Company (SOC) Ltd, 3<sup>rd</sup> Floor Forum I, Braampark Office Park, 33 Hoofd Street, Braamfontein. NB// (Covid regulations will be observed)

JPC HEREBY INVITES TOWN PLANNERS TO UNDERTAKE TOWNSHIP ESTABLISHMENT AT THE REMAINDER OF PORTION 1 AND PORTION 31 OF FARM BERGVALLEI 371R FOR A PERIOD OF 36 MONTHS

NAME OF BIDDER :

Documents to be Submitted: 1 original plus electronic version of the submission including all annexures in an electronic storage device clearly marked with the 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 below. City of Joburg Property Company (SOC) Ltd does not take any responsibility for any bids deposited into an incorrect box.

Closing Date: 17 September 2021

Closing Time: 10h30 (Telkom time)

Place: City of Joburg Property Company (SOC) Ltd  
3<sup>RD</sup> Floor, Forum I  
Braampark Office Park  
33 Hoofd Street  
Braamfontein

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## INTRODUCTION

### The City of Johannesburg

- 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.

**TENDER ADVERT FOR BID: RFP 04/2021**

**(JPC MBD 1)**

**CITY OF JOBURG PROPERTY COMPANY (SOC) LTD (REG. NO 2000/017147/07) (“JPC”), HEREBY INVITES INTERESTED PARTIES TO SUBMIT PROPOSALS FOR THE APPOINTMENT OF A TOWN PLANNER TO UNDERTAKE TOWNSHIP ESTABLISHMENT AT THE REMAINDER OF PORTION 1 AND PORTION 3 OF THE FARM BERGVALLEI 37IR**

<b>Bid Number</b>	<b>RFP 04/2021</b>
<b>Bid Description</b>	REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A TOWN PLANNER TO UNDERTAKE TOWNSHIP ESTABLISHMENT AT THE REMAINDER OF PORTION 1 OF FARM BERGVALLEI 37IR FOR A PERIOD OF 36 MONTHS
<b>Briefing Session</b>	No briefing session will be held: All technical enquiries to be emailed to <a href="mailto:rfp04@jhbproperty.co.za">rfp04@jhbproperty.co.za</a> from 23 August 2021 until 10 September 2021 and JPC to ensure that all enquiries have been responded to by no later than 14 September 2021.
<b>Document Availability Date</b>	20 August 2021
<b>Document Cost</b>	The tender document can be downloaded from E-tenders and JPC website at no cost, via <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> or <a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a>
<b>Closing Date</b>	17 September 2021 at 10h30 (Telkom time)
<b>Compliance Requirements before an award is made to the successful Bidder</b>	<ul style="list-style-type: none"> <li>• Tax Clearance Certificate, valid on the closing date of the bid, or exemption to pay taxes as issued by the South African Revenue Services (SARS) or 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</li> <li>• Partnership- copy of Partnership Agreement plus IDs of all partners</li> <li>• Company- current CM29/COR 20.1 Annexure A</li> <li>• Close Corporation- current copy of CK1 and/or CK2C and/or COR 20.1 Annexure A</li> <li>• Trust- letter of appointment from the Master of the High Court of SA and deed of trust</li> <li>• JV/Consortium- JV/Consortium Agreement plus CIPC and/or ID documents of all JV/Consortium partners</li> </ul> </li> <li>• 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.</li> <li>• 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.</li> <li>• 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</li> </ul>

	<p>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>In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit all required documentation, a JV / Consortium agreement and a consolidated BBBEE certificate or affidavit.</li> <li>Central Supplier Database (CSD) registration valid on tender closing date.</li> <li>Company resolution</li> <li>The following documents must be duly signed <ul style="list-style-type: none"> <li>Declaration of interest in MBD 4,</li> <li>Declaration of the Bidder's Past Supply Chain Practices in MBD 8,</li> <li>Certificate of Independent Bid Determination in MBD 9, and Bidders Information in JPC MBD 7.1</li> <li>If the entity or any of its Directors are listed on the National Treasury register of defaulters</li> </ul> </li> <li>The Bidder to submit valid indemnity insurance cover (which cover is effective from not later than the closing date of this bid) issued by reputable insurer of an amount of not less than R3 million in respect of a claim without limit to the number of claims.</li> </ul>
<b>Evaluation Criteria</b>	<p><b>Functionality, Price and B-BBEE using the 80/20 preference point system 80 for price and 20 for the B-BBEE status level of contributor</b></p> $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$
<b>Address</b>	City of Joburg Property Company SOC Ltd, 3 <sup>rd</sup> Floor, Forum I, 33 Hoofd Street, Braam Park Office Park, Braamfontein
<b>Enquiries</b>	<a href="mailto:rfp04@jhbproperty.co.za">rfp04@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.

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

[www.jhbproperty.co.za](http://www.jhbproperty.co.za)

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

## INVITATION TO BID

(MBD 2)

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF JOBURG PROPERTY COMPANY SOC LTD</b>					
BID NUMBER:	<b>RFP04/2021</b>	CLOSING DATE	<b>17 Sept 2021</b>	CLOSING TIME	<b>10H30 (Telkom Time)</b>
DESCRIPTION	REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A TOWN PLANNER TO UNDERTAKE TOWNSHIP ESTABLISHMENT AT THE REMAINDER OF PORTION 1 AND PORTION 31 OF THE FARM BERGVALLEI 371R FOR A PERIOD OF 36 MONTHS				

**BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT 33 HOOFD STREET, BRAAMPARK, FORUM 1, A-BLOCK, 3<sup>RD</sup> FLOOR (RECEPTION AREA). 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)**

<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
<i>SIGNATURE OF BIDDER</i>			<i>DATE</i>		
<i>CAPACITY UNDER WHICH THIS BID IS SIGNED</i>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>					
<b>Municipal Entity: City of Joburg Property Company (SOC) Ltd.</b> <b>Contact Person : Supply Chain Management Unit</b> <b>Tel: 010 219 9000</b> <b>Email: rfp04@jhbproperty.co.za</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–OR DOWNLOADED ONLINE (NOT TO BE RE-TYPED)</b> 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, 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 3 BELOW. 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)? <input type="checkbox"/> YES <input type="checkbox"/> NO 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> 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:.....

**BID DESCRIPTION: JPC HEREBY INVITES INTERESTED PARTIES TO SUBMIT PROPOSALS FOR THE APPOINTMENT OF A TOWN PLANNER TO UNDERTAKE TOWNSHIP ESTABLISHMENT AT THE REMAINDER OF PORTION 1 AND PORTION 31 OF THE FARM BERGVALLEI 371R.**

**BRIEFING SESSION:** No briefing session will be held: All technical enquiries to be emailed to [rfp04@jhbproperty.co.za](mailto:rfp04@jhbproperty.co.za) from 23 August 2021 until 10 September 2021 and JPC to ensure that all enquiries have been responded to by no later than 14 September 2021.

**BID DOCUMENTS CANNOT BE POSTED.**

BID DOCUMENTS (original plus electronic version of the submission including all annexures in an electronic storage device clearly marked the bidder's name) MUST BE PLACED IN A SEALED MARKED ENVELOPE AND DEPOSITED IN THE BID BOX SITUATED AT: **JPC'S OFFICES, FORUM I BUILDING, A BLOCK, 3<sup>RD</sup> FLOOR RECEPTION AREA, BRAAMPARK OFFICE PARK, 33 HOOFD STREET, BRAAMFONTEIN.**

**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.**

**ONE ORIGINAL DOCUMENT, PLUS ONE (1) ELECTRONIC VERSION OF THE SUBMISSION INCLUDING ALL ANNEXURES ON AN ELECTRONIC STORAGE DEVICE CLEARLY MARKED WITH THE BIDDER'S NAME.**

The bid box is accessible from Monday – Friday at 08H00 – 16h00.

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)

**THIS BID IS SUBJECT TO JPC'S STANDARD CONDITIONS OF APPOINTMENT (JPC MBD 22) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.**

## **GENERAL TERMS OF REFERENCE PROCEDURES AND CONDITIONS**

### **1. Purpose**

The purpose of this request is to invite Town Planners to submit proposals to undertake Township Establishment at the Remainder of Portion 1 and Portion 31 of the Farm Bergvallei 37 IR, for a period of 36 months.

### **2. Conditions of Proposal**

- 2.1 The City of Joburg Property Company (SOC) Ltd (Reg No 2000/017147/07) ("JPC"), hereby invites interested suitable qualified/experienced Bidders to submit proposals for consideration for the appointment for the work described in this RFP.
- 2.2 All submissions from interested bidders will be vetted through a compliance process to determine that all the required information is provided and correct.
- 2.3 Bidders, herein consent JPC to any investigations, JPC might deem necessary to validate in the RFP submitted
- 2.4 Appointment will be made in accordance with JPC's standard conditions of contract.
- 2.5 Appointment will be for a period of 36 months.
- 2.6 Bidder to submit professional indemnity insurance

### **3. Submission of Proposals**

- a. The Bidder(s) must submit one original plus electronic version of the submission including all annexures on an electronic storage device clearly marked Bidder's name.
- 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 box made available at the JPC Offices, Braamfontein, 33 Hoofd Street, Braampark Office Park, Forum I Building, A-Block, 3<sup>RD</sup> Floor Reception Area

### **BID DOCUMENTS CANNOT BE POSTED**

BID DOCUMENTS MUST BE PLACED IN A SEALED MARKED ENVELOPE AND DEPOSITED IN THE BID BOX SITUATED AT: JPC OFFICES, BRAAMFONTEIN, 33 HOOFD STREET, BRAAMPARK OFFICE PARK, FORUM I BUILDING, A-BLOCK, 3<sup>RD</sup> FLOOR RECEPTION AREA

BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS. BID SUBMITTED AFTER THE CLOSING DATE AND CLOSING TIME WILL NOT BE ACCEPTED FOR CONSIDERATION.

The bid box is accessible from 08:00 – 16:00 hours from Monday - Friday.

#### 4. Further Conditions

- a. The Bidder(s) shall be deemed to have satisfied itself as to all of the conditions, procedures and performance and discharge of the obligations required in terms of this document.
- 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 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 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: [rfp04@jhbproperty.co.za](mailto:rfp04@jhbproperty.co.za)

POSTAL ADDRESS .....

STREET ADDRESS .....

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

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

E-MAIL ADDRESS .....

SIGNATURE OF BIDDER .....

DATE .....

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

## FEE PROPOSAL TO UNDERTAKE THE TOWNSHIP ESTABLISHMENT (JPC MBD 3)

NAME OF BIDDER: .....

BID NO.: .....

PROPOSED TOWN PLANNING FEES BASED ON WORK BREAKDOWN AS DETAILED IN THE SCOPE OF WORKS AND BID SPECIFICATIONS	FEE
Preparation, submission and approval of township establishment application including all studies/ investigations and the Precinct Plan.	R
Terrestrial Ecological Impact Assessment: An Ecologist is required to investigate how much indigenous vegetation will be cleared (if any) and if any fauna and flora species of conservation importance would be affected by the proposed development and if so, undertake a Search, Rescue and Relocation Plan of Flora/Fauna, if necessary. The study should also identify if any permits would be required from DAFF for the Protected Trees that occur on site.	R
Contingency for Tribunal	R
<b>SUB-TOTAL</b>	R
<b>VAT</b>	R
<b>TOTAL</b>	R

BIDDER TO ATTACH DETAILED BREAKDOWN OF FEES TO BE ATTACHED AS JPC MBD 22

### **OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.**

1. The information provided in this section will be used to calculate the remuneration due for any appointments and will be used in the evaluation of bids.

Any enquiries regarding bidding procedures may be directed to:

**CITY OF JOBURG PROPERTY COMPANY SOC LTD:**  
**SUPPLY CHAIN MANAGEMENT UNIT**  
**rfp04@jhbproperty.co.za**

## DECLARATION OF INTEREST

(MBD 4)

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

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

No.	Information	Please provide detail	
3.7.2	Service of state organization		
3.8	Have you been in the service of the state for the past twelve months?  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		

No.	Information	Please provide detail	
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state?  If yes, please furnish particulars:	Yes	No
3.12.1	Name of director		
3.12.2	Name of relative		
3.12.3	Relationship		
3.13	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?  If yes, please furnish particulars:	Yes	No
3.13.1	Name of director		
3.13.2	Related company		
Note:	<p>SCM Regulations:</p> <p>"1In the service of the state" means to be –</p> <ul style="list-style-type: none"> <li>(a) a member of – <ul style="list-style-type: none"> <li>(i) any municipal council;</li> <li>(ii) any provincial legislature; or</li> <li>(iii) the national Assembly or the national Council of provinces;</li> </ul> </li> <li>(b) a member of the board of directors of any municipal entity;</li> <li>(c) an official of any municipality or municipal entity;</li> <li>(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);</li> <li>(e) a member of the accounting authority of any national or provincial public entity; or</li> <li>(f) an employee of Parliament or a provincial legislature.</li> </ul> <p>"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>		

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

Full Name	Identity Number	State Employee Number

5. I, the undersigned certify that the information furnished on this declaration form is correct.  
I accept that the state may act against me should this declaration prove to be false.

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

## 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 will be applicable to all bids requested through Requests for Quotes (RFQ) requested from the panel:

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

1.2 The 80/20 preference point system will be applicable to this tender.

1.3 Points for these bids shall be awarded for:

- (a) Price and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for these bids are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

### 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR FINANCIAL OFFER

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- $P_s$  = Points scored for financial offer of bid under consideration
- $P_t$  = Financial Offer of bid under consideration
- $P_{max}$  = Financial Offer of highest acceptable bid

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

Price	80
B-BBEE Status Level of Contribution	Number of Points 20
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non - Contributor	0
Maximum	20
<b>Total</b>	<b>100</b>

#### 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

#### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

#### 7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
Black people ( As defined by the Act B-BBEE Number 46 of 2013 and any amended)	√	√

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated: .....

Registered Account Number: .....

Stand Number:.....

- 8.8 Total number of years the company/firm has been in business:.....
- 8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
  - iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
    - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

## BIDDER'S INFORMATION

## JPC MBD 7: BID SUBMISSION

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			

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.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

## 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	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? (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).  <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>	Yes	No
4.1.1	If so, furnish particulars:		

Item	Question	Yes	No
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> by clicking on its link at the bottom of the home page.</b>	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		

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

I accept that the state may act against me should this declaration prove to be false.

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

(MBD 9)

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

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

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

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

**<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.**

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

## SCOPE OF WORK

(JPC MBD 10)

## PURPOSE

This is a Request For Proposals for the appointment of a Town Planner to undertake the township establishment at the Remainder of Portion 1 and Portion 31 of the Farm Bergvallei 37IR for a period of 36 months. The details on the nature of the services are in the bid specifications.

## LOCALITY:

The subject sites are situated on the corner of the N3 and Marlboro drive across from the Marlboro Gautrain Station, approximately 6.2km east of Sandton CBD and 20km north east of Johannesburg CBD. The subject properties are located in close proximity to Alexandra, south of the site and 6.5km west of the high-income residential area of Sandown.



## PROPERTY INFORMATION

PROPERTY DESCRIPTION	ZONING	EXTENT
Portion 1 of the Remaining extent of the Farm Bergvallei 37 IR	Agricultural	8.0h
Portion 31 of the Remaining extent of the Farm Bergvallei 37 IR	Agricultural	3.7h

## AREA DESCRIPTION

The site is currently green fields and is irregularly transversed towards the eastern edge by the Jukskei River. The Jukskei River is identified as a major water body and one of the longest rivers in Johannesburg running from Ellis Park through areas such as Bedford view, Alex and Buccleuch to the Crocodile River in Limpopo. This natural element, which is of aesthetic and recreational value, is not necessarily a constraining feature, it may optimally be utilised as a non-contact recreational resource in order to maintain its state and significance as a scarce natural resource.

The location of the site is where major roads intersect which makes it a prime location for development. The site is highly visible from N3, M1 and Marlboro drive. Due to its exceptional exposure and advertisement platform, the site may attract both private and public market. The Gautrain rail network is a good transit investment for the area.

As part of the trend towards public entrepreneurialism, the City of Joburg Property Company has been pioneering the development of public land since its inception in 2000 and has been creating property assets for the COJ in such a way that social economic and financial returns are maximized.

The JPC employs a Development Facilitation process to create these assets in terms of which land is packaged and prepared for development by JPC and development is undertaken by third party developers procured in terms of the MFMA. This approach ensures that COJ obtains optimal benefits from development while not being exposed to the large capital requirements and development risk associated with property development.

## PROJECT OBJECTIVES

The township establishment application should :

- Integrate all divided suburbs in order to strengthen the socio economic and spatial division between Alexandra and Sandton.
- To promote linkages to the existing Marlboro Gautrain station (including Frankenwald) and to establish an extension of the station precinct in terms of the focused densification and intensification.
- Alignment of the proposed development with existing policies and legislation.

The subject properties forms part of a designated integration zone approved by the City of Johannesburg following previous discussions with National Treasury. The Alexandra Integration Zone includes areas such as Alexandra, Marlboro, Far East Bank, Marlboro Station and Wynberg. It is also proposed that by the City that this area be expanded to include the Farm Frankenwald, the Linbro *Industrial Node*, *Linbro Park Agricultural Holdings*, Westfield Modderfontein Land Holdings, Buccluech, Farm Rietfontein and Farm Waterfall Holdings east of the N1 highway.

The objective of this development is to develop the site into an intensive liveable mixed-use area well connected into Alexandra, Frankenwald and surrounding urban opportunities.

## SCOPE OF WORKS

- Preparation, submission and approval (including proclamation) of township establishment application including all studies/ investigations and precinct plan
- Terrestrial Ecological Impact Assessment: An Ecologist is required to investigate how much indigenous vegetation will be cleared (if any) and if any fauna and flora species of conservation importance would be affected by the proposed development and if so, undertake a Search, Rescue and Relocation Plan of Flora/Fauna, if necessary. The study should also identify if any permits would be required from DAFF for the Protected Trees that occur on site. Preparation, submission and obtain Water Use license

## BID SPECIFICATIONS

(JPC MBD 11)

### Expertise needed

In undertaking the township establishment application, the following skills and expertise are being sought:

#### PROFESSIONAL

#### SCOPE OF WORK

#### KEY DELIVERABLES

1. Town Planner /  
Lead  
consultant

Prepare and submit the township establishment application for potential maximum land use rights for this site.

Detailed Township establishment application incorporating the following

- The outcome of the all of the studies/ investigations to be undertaken by the multi-disciplinary team
- The proposed Township to align with the relevant town planning scheme, RSDF, and CoJ City Transformation policies.

The Town planner will be expected to make follow up on the submission through all stages until the township has been proclaimed

The town planner will responsible for the appointment and overall coordination and management of a multi-disciplinary team of specialist expected to conduct studies/investigations to substantiate the township establishment application

#### BIDDER'S MULTI DISCIPLINARY TEAM

2. Conveyancing  
attorney

To identify all the title deed conditions noted against the title deed of the property. Advise on how the title deed conditions must be disposed of for township establishment purposes

3. Land Surveyor

Complete a physical survey of the site and complete a scaled base map showing the boundaries of the site, contours (which are needed at a 0.5m contour interval) and all physical features including buildings and significant vegetation.

An accurate base plan which clearly maps all site conditions including but not limited to 0.5m contour intervals and geotechnical zones

The land surveyor will also identify and map all registered servitudes across the site.

In addition to registered servitudes there may be “unprotected” council services on site. Council cannot register servitudes to protect its services on its own land. The Council Departments and MOEs will identify any such services in their comments. These “unprotected “ services must be mapped and included on the base plan

The land surveyor should also include the mapping produced by other professionals (eg 1:100 year floodline) in his “base plan” to provide a single comprehensive plan.

4. Geotechnical Engineer

Will analyse the soil conditions on site. These conditions will affect the type of buildings which can be built on site and the type of foundations which will be required.

In some instances the geotechnical conditions may mean that some parts of the site cannot be developed (if they are located on sinkhole forming dolomite for example).

The report will also identify any underground rock formations which may be close to the surface (shallow). Rock is hard to excavate and shallow rock will increase the cost of excavations ( for services for example).

The geotechnical engineer will produce a map of geotechnical zones which must be included on the base plan.

Detailed Geotechnical study report indicating the boring location maps, description of sampling methods, description of site and surface conditions, Drilling, sampling and laboratory testing description, field vane study, Laboratory test results, graphical profiles, sieve analysis, bearing capacity analysis, slope stability analysis, foundation stability analysis, settlement analysis including tables and graphs, geotechnical zone, construction recommendations, calculations completed for all elements of sampling, testing and analysis, list of all collected material with potential cultural significance, discussion of results

5. Environmental Specialist

Will assess environmental conditions on site. This is

Preparation and submission of Environmental scoping report outlining

undertaken by way of a “fatal flaw” analysis. This analysis aims to identify any ecologically sensitive areas where no development can take place.

The fatal flaw analysis may include the compilation of specialist reports by professionals highly skilled in particular ecological areas. These include:

- Wetland analysis and delineation. If there is any watercourse on or adjoining the site the wetland will need to be assessed and mapped. A wetland is a highly sensitive ecological zone. No development can take place within the wetland or within a 30m buffer around the wetland.
- Flora and Fauna Assessment. This report identifies all plants and animal habitats on site. These are analysed in terms of their rarity and conservation status. Certain flora and fauna species have been identified as “Red data Species”. If any of these species are found on site no development may take place in their habitat area.
- Air quality assessment. In certain areas there may be air quality issues (for example around a sewage treatment works or a mining quarry). In certain areas poor air quality may present a health risk. The air quality specialist will analyse, calculate and map air quality zones which will preclude development

Any ecologically sensitive areas will be mapped and must be

the records of all environmentally sensitive areas including any fatal flaws, in order to make recommendations regarding the project and further studies required to be undertaken within the EIA phase of the proposed project.

Obtain Environmental Approval  
Obtain Water Use License approval from the department of Water Affairs

included on the “base plan”.

Water Use License (WULA) if required

- |                                     |  |  |
|-------------------------------------|--|--|
| 6. Urban Designer                   | When all the above studies becomes available a conceptual development proposal to be compiled to give clear indication on how the environment will be protected through conservation areas and linkages, which portions of land can be developed with what land uses and how the proposed development will be integrated within the existing Marlboro Gautrain Station, Frankenwald and surrounding townships and main roads | <ul style="list-style-type: none"> <li>• Precinct Plan</li> <li>• Development guidelines and identification projects</li> <li>• Contextual plan on how the proposed development will link to existing Frankenwald Precinct</li> </ul>  |
| 7. Civil and Electrical Engineering | Detailed outline services scheme report  | <p>Detailed outline services scheme report indicating the following:</p> <ul style="list-style-type: none"> <li>• Current capacity of services</li> <li>• Which portion of the proposed development can be developed now using the existing services</li> <li>• Current capacity for the proposed development</li> <li>• The costs to upgrade/ increase the capacity to accommodate the proposed development</li> </ul> <p>NB: Information needed when doing the feasibility</p> |
| 8. Traffic Engineer                 | A study which analyses the effects that the proposed development’s traffic will have on the transportation network in the community  | <p>A detailed traffic impact analysis which should answer the following questions:</p> <ul style="list-style-type: none"> <li>• The existing traffic conditions, future conditions without the development and future conditions with the development</li> <li>• Can the existing and planned transportation system accommodate the additional traffic to be generated by the proposed development</li> <li>• Are roadway systems improvements</li> </ul>                        |

		<p>needed beyond those already programmed or included in the local transportation plan</p> <ul style="list-style-type: none"> <li>• Have all assumptions used in the technical analysis been clearly identified</li> <li>• Do calculated levels of services seem reasonable?</li> <li>• What needs to be done in the immediate vicinity of the site to meet the access needs of the development</li> <li>• Has adequate parking been provided to meet the demand?</li> </ul>
9. Public Participation Consultant	Social investigation	<p>Detailed stakeholder engagement report which</p> <ul style="list-style-type: none"> <li>• Identify all possible stakeholders related to the site and their opinion regarding the possible development of the site. These opinions could be very strong ( a sense of entitlement) and may support a very specific use of the site</li> <li>• Minutes of the meetings of all engagements with stake holders</li> </ul>
10. Economist	Detailed Market Demand Study	<p>Detailed report indicating the market demand analysis.</p> <p>This investigation will identify the demand for development across the full range of property sector including:</p> <ul style="list-style-type: none"> <li>▪ Retail</li> <li>▪ Residential</li> <li>▪ Office</li> <li>▪ Commercial</li> <li>▪ Industrial</li> <li>▪ Other (e.g Hotel, conference and leisure)</li> </ul> <p>The study should also assess demand in terms of possible rental and sales rates which could be expected per use</p>
11. Quantity Surveyor	Feasibility Study	<p>Detailed feasibility of the proposed development yields / Financial modelling</p>

## EVALUATION CRITERIA ON PRICE AND B-BBEE

(JPC MBD 12)

### BIDS WILL BE EVALUATED AS FOLLOWS:

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

- a. Tax Clearance Certificate, valid on the closing date of the bid, or exemption to pay taxes as issued by the South African Revenue Services (SARS) or Valid Tax Compliant Verification PIN number issued by SARS.
- b. Proof of registration of the Bidder as follows:
  - a) Natural persons- certified copy of ID document/ passport
  - b) Partnership- copy of Partnership Agreement plus IDs of all partners
  - c) Company- current CM29/COR 20.1 Annexure A
  - d) Close Corporation- current copy of CK1 and/or CK2C/COR 20.1 Annexure A
  - e) Trust- letter of appointment from the Master of the High Court of SA and deed of trust
  - f) JV/Consortium Agreement plus CIPC and/or ID documents of all JV/Consortium partners
- c. 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
- d. 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.
- e. 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.
- f. In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit all required documentation, a JV / Consortium agreement and a consolidated BBBEE certificate or affidavit.
- g. Central Supplier Database (CSD) registration valid on tender closing date.
- h. Company resolution
- i. The following documents must be duly signed
  - o Declaration of interest MBD 4
  - o Declaration of the Bidder's Past Supply Chain Practices in MBD 8,
  - o Certificate of Independent Bid Determination in MBD 9, and Bidders Information in JPC MBD 7.1
  - o If the entity or any of its Directors are listed on the National Treasury register of defaulters
- j. The Bidder to submit valid indemnity insurance cover (which cover is effective from not later than the closing date of this bid) issued by reputable insurer of an amount of not less than R3 million in respect of a claim without limit to the number of claims

## A TWO-STAGE EVALUATION WILL BE APPLIED TO THE EVALUTATION OF THE BIDS AS FOLLOWS:

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.

### CRITERIA FOR FUNCTIONALITY

#### STAGE 1: (TECHNICAL EVALUATION)

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

FUNCTIONAL CRITERIA	Points	Returnable documents to be used in evaluation
<b>CAPACITY AND EXPERIENCE OF THE BIDDER (TOWN PLANNING FIRM)</b>	<b>50</b>	
<p>1. Demonstrate company experience in Land Use Management in relation to successfully undertaking township establishment applications – <b>MAXIMUM WEIGHT = 50 POINTS</b></p> <p><b>1.1 COMPANY EXPERIENCE AND REFERENCES (MAXIMUM WEIGHT = 20 POINTS)</b> Points will be scored on the following basis:</p> <ul style="list-style-type: none"> <li>• 5 or more township establishment approvals obtained by the bidder since inception of the firm = 20 points (4 points per approval)</li> <li>• 4 township establishment approvals obtained by the bidder since inception of the firm = 16 points</li> <li>• 3 township establishment approvals obtained by the bidder since inception of the firm = 12 points</li> <li>• 2 township establishment approvals obtained since inception of the firm = 8 points</li> <li>• 1 x township establishment approvals obtained since inception of the firm = 4 points</li> </ul> <p><b>RELEVANT EXPERIENCE AND QUALIFICATIONS OF THE BIDDER'S TWO (2) KEY PERSONNEL / PROJECT LEAD (MAXIMUM 10 POINTS)</b></p> <p>Points to be scored on the following basis</p>		<p><b>BIDDER TO ATTACH ALL TOWNSHIP ESTABLISHMENT APPROVALS OBTAINED BY THE BIDDER SINCE INCEPTION OF THE FIRM – JPC MBD 12</b></p>

<p><b>QUALIFICATIONS OF KEY PERSONNEL / PROJECT LEAD (10 POINTS MAXIMUM)</b>  <b>Qualifications in Town Planning &amp; Regional Planning. NB : Each personnel to be scored for highest qualifications not every qualification.</b></p> <p>BSC Honours and Masters in Town &amp; Regional Planning / Urban and Regional Planning/ City Planning = 10 points ( 5 points per key personnel)</p> <p>B-Tech in Town &amp; Regional Planning / Urban and Regional Planning/ City Planning = 6 points ( 3 points per key personnel)</p> <p>Diploma in Town &amp; Regional Planning / Urban and Regional Planning/ City Planning = 4 points ( 2 points per key personnel)</p> <p><b>REGISTRATION WITH THE PROFESSIONAL BODIES (SACPLAN)= (10 POINTS MAXIMUM) NB : REGISTRATION MUST BE IN TERMS OF PPA36 OF 2002)</b></p> <ul style="list-style-type: none"> <li>Professional Planner = 10 points (5 points per key personnel)</li> <li>Technical Planner = 6 points ( 3 points per key personnel)</li> <li>Candidate Planner = 4 points (2 points per key personnel)</li> </ul> <p><b>CUMULATIVE EXPERIENCE OF THE 2 KEY PERSONNEL (10 POINTS)</b></p> <ul style="list-style-type: none"> <li>30 years and above= 10 points</li> <li>20years – below 30 years = 6 points</li> <li>10 years – below 20 years = 4 years</li> <li>Below 5 years = 2 points</li> </ul>		<p><b>BIDDER TO ATTACH CERTIFIED COPIES OF THE QUALIFICATIONS. FAILURE TO ATTACH WILL RESULT IN BIDDER BEING SCORED 0 POINTS – JPC MBD 13</b></p> <p><b>BIDDER TO ATTACH CERTIFIED COPIES OF THE VALID PROOF OF REGISTRATION IN TERMS OF PPA36 OF 2002 – JPC MBD 13</b></p> <p><b>BIDDERS TO SUBMIT CV'S OF THE 2 KEY PERSONNEL FAILURE TO SUBMIT WILL RESULT IN BIDDER SCORING 0 POINTS – JPC MBD 13</b></p>
<p><b>CAPACITY AND EXPERIENCE OF BIDDER'S MULTI-DISCIPLINARY TEAM</b></p>	<p><b>40</b></p>	

<p><b>Demonstrate experience of the Environmentalist MAXIMUM WEIGHT = 10 POINTS. Points will be scored on the following basis</b></p> <ul style="list-style-type: none"> <li>• Provide 5 x Environmental Impact Assessment Approvals related to land use management obtained by bidder's environmentalist since inception of firm = <b>5 points</b></li> <li>• Provide 4 x Environmental Impact Assessment Approvals related to land use management by bidder's environmentalist obtained since inception of the firm = <b>4 points</b></li> <li>• Provide 3 X Environmental Impact Assessment Approvals related to land use management obtained by bidder's environmentalist since inception since inception of the firm = <b>3 points</b></li> <li>• Provide 2 X Environmental Impact Assessment approvals related to land use management obtained by bidder's environmentalist since inception since of the firm = <b>2 points</b></li> <li>• Provide 1 X Environmental Impact Assessment Approvals related to land use management obtained by bidder's environmentalist since inception of the firm= <b>1 points</b></li> <li>• Provide 0 X Environmental Impact Assessment Approvals related to land use management obtained by bidder's environmentalist since inception of the firm =<b>0 points</b></li> </ul> <p>Bidder's environmentalist's Proof of valid registration with South African Council for Natural Scientific Professions (<b>5 points</b>)</p> <p><b>Demonstrate experience of the Urban Designer MAXIMUM WEIGHT = 5 POINTS. Points will be scored on the following basis</b></p> <ul style="list-style-type: none"> <li>• Provide 5 x precinct plan approvals obtained by bidder's Urban Designer since inception of the firm = <b>5 points</b></li> </ul>		<p><b>Bidder to submit copies of the Environmental Impact Assessment approvals as obtained by the Environmentalist from the authority – JPC MBD 14</b></p> <p><b>PROOF OF VALID REGISTRATION WITH SOUTH AFRICAN COUNCIL FOR NATURAL SCIENTIFIC PROFESSIONS (5 POINTS) – JPC MBD 14</b></p> <p><b>BIDDER TO SUBMIT COPIES OF THE URBAN DESIGNER'S PRECINCT PLANS – JPC MBD 15</b></p>
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<ul style="list-style-type: none"> <li>• Provide 4 x precinct plan approvals obtained by bidder's Urban Designer since inception of the firm = <b>4 points</b></li> <li>• Provide 3 X precinct plan approvals obtained by bidder's Urban Designer since inception of the firm = <b>3 points</b></li> <li>• Provide 2 X precinct plan approvals obtained by bidder's Urban Designer since inception since inception of the firm= <b>2 points</b></li> <li>• Provide 1 X precinct plan approvals obtained by bidder's Urban Designer since inception of the firm = <b>1 points</b></li> <li>• Provide 0 X precinct plan= <b>0 points</b></li> </ul> <p><b>DEMONSTRATE EXPERIENCE OF THE LAND SURVEYOR MAXIMUM WEIGHT = 5 POINTS. POINTS WILL BE SCORED ON THE FOLLOWING BASIS</b></p> <ul style="list-style-type: none"> <li>• Professional Registration with SAGC (South African Geomatics Council), at least BSC/BTech degree in Land Surveying. More than 7 years' experience in land surveying inclusive of drafting layouts = <b>5 points</b></li> </ul> <p><b>DEMONSTRATE EXPERIENCE OF THE GEOTECHNICAL ENGINEER MAXIMUM WEIGHT = 5 POINTS. POINTS WILL BE SCORED ON THE FOLLOWING BASIS</b></p> <ul style="list-style-type: none"> <li>• Professional Registration with ECSA (Engineering Council of South Africa ), at least BSC/BTech degree in Civil Engineering. More than 7 years experience in geotechnical investigations required in land development and/or built environment = <b>5 points</b></li> </ul> <p><b>DEMONSTRATE EXPERIENCE OF THE CIVIL ENGINEER MAXIMUM WEIGHT = 5 POINTS. POINTS WILL BE SCORED ON THE FOLLOWING BASIS</b></p> <ul style="list-style-type: none"> <li>• Professional Registration with ECSA (Engineering Council of South Africa )as a Professional Engineering Technologist or as a Professional Engineering technologist in terms of the Engineering Professions Act, 2000, must have atleast BSC/BTech degree in Civil Engineering. More than</li> </ul>		<p><b>BIDDER TO SUBMIT LAND SURVEYOR'S CV, CERTIFIED COPY OF LAND SURVEYOR'S PROFESSIONAL REGISTRATION WITH SAGC AND CERTIFIED COPIES OF QUALIFICATIONS – JPC MBD 16</b></p> <p><b>BIDDER TO SUBMIT GEOTECHNICAL ENGINEER 'S CV, CERTIFIED COPY OF GEOTECHNICAL ENGINEER 'S PROFESSIONAL REGISTRATION WITH ECSA AND CERTIFIED COPIES OF QUALIFICATIONS – JPC MBD 17</b></p> <p><b>BIDDER TO SUBMIT CIVIL ENGINEER 'S CV, CERTIFIED COPY OF CIVIL ENGINEER 'S PROFESSIONAL REGISTRATION WITH ECSA AND CERTIFIED COPIES OF QUALIFICATIONS – JPC MBD 18</b></p>
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<p>7 years (Post Registration) in conducting compiling civil engineering services investigations and/or civil engineering work related to the planning and development of bulk infrastructure = <b>5 points</b></p> <p><b>DEMONSTRATE EXPERIENCE OF THE TRAFFIC ENGINEER MAXIMUM WEIGHT = 5 POINTS. POINTS WILL BE SCORED ON THE FOLLOWING BASIS</b></p> <ul style="list-style-type: none"> <li>Professional Registration with ECSA (Engineering Council of South Africa) as a Professional Engineering Technologist or as a Professional Engineering technologist in terms of the Engineering Professions Act, 2000, must have at least BSC/BTech degree in Civil Engineering. More than 7 years in transportation engineering and conducting traffic investigation studies and/or related transportation engineering and/or planning studies= <b>5 points</b></li> </ul> <p><b>DEMONSTRATE EXPERIENCE OF A SOCIAL FACILITATOR MAXIMUM WEIGHT = 5 POINTS. POINTS WILL BE SCORED ON THE FOLLOWING BASIS</b></p> <ul style="list-style-type: none"> <li>Must have a B Degree and needs to have worked in property development related projects. Be able to work with political representatives of the community and display a track record of working with local communities and have conducted various socio economic surveys. The social facilitator will need to have preferably 7 years experience as a social facilitator on development projects = <b>5 points</b></li> </ul>		<p><b>BIDDER TO SUBMIT TRAFFIC ENGINEER 'S CV, CERTIFIED COPY OF TRAFFIC ENGINEER 'S PROFESSIONAL REGISTRATION WITH ECSA AND CERTIFIED COPIES OF QUALIFICATIONS – JPC MBD 19</b></p> <p><b>BIDDER TO SUBMIT SOCIAL FACILITATOR 'S CV, CERTIFIED COPIES OF QUALIFICATIONS – JPC MBD 20</b></p>
<p><b>TRANSFORMATION AND EMPOWERMENT</b></p>	<p><b>10</b></p>	

<b>Skills Transformation, Women and Youth Empowerment</b>	<b>10</b>	<b>Detailed Empowerment Plan to include, amongst others, how the following will be achieved</b>  <b>Involvement of local graduates on all the different built environment spheres which makes up the bidder's multi-disciplinary team - JPC MBD 21</b>
<b>TOTAL</b>	<b>100</b>	

## STAGE 2: PRICE AND B-BBEE (80:20)

Only bids that meet the criteria for Stage 1 will be evaluated at this stage. Bids will be evaluated using the 80:20 principles, as per the MFMA Circular No. 53 of the National Treasury as follows:

### PRICE

#### Formula for scoring the bid Price

the 80/20 preference point system

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 price of bid under consideration

$P_t$  = Rand value of bid under consideration

$P_{min}$  = Rand value of lowest acceptable bid

## BROAD BASED BLACK ECONOMIC EMPOWERMENT

B-BBEE is a deliberate socio-economic process or intervention strategy designed to redress the imbalances of the past and to facilitate the participation of Black people in the economy. JPC shall apply the provisions of the Broad Based Black Economic Empowerment Act and its codes of good practice as verification of the bidders' BEE status. Preference will be given to B-BBEE bidders.

Bidders must submit a certificate issued by an Accounting Officer as contemplated in the CCA or Verification Agency accredited by SANAS or a Registered Auditor. Registered Auditors do not need to meet the prerequisite for IRB's approval for the purpose of conducting verification and issuing COJs with B-BBEE Status Level certification.

- Bidders other than COJs must submit their original and valid B-BBEE Status Level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- A Trust, Consortium or Joint Venture, will qualify for points for their B-BBEE Status Level as a legal entity, provided that the entity submits their B-BBEE Status Level certificate.
- A Trust, Consortium or Joint Venture, will qualify for points for their B-BBEE Status Level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE score card is prepared for every separate bid.
- Tertiary institutions and public entities will be required to submit their B-BBEE Status Level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Practice.

<b>Price</b>	<b>80</b>
<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points 20</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non - Contributor	0
Maximum	20
<b>Total</b>	<b>100</b>

## STATEMENT OF BIDDERS EXPERIENCE

(JPC MBD 13)

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

The relevant town planning works related to the approval of township establishment applications 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 TOWNSHIP NAME	PROJECT/PROGRAM OWNER	CONTACT DETAILS OF REFERENCE
1			
2			
3			
4			
5			
6.			

KINDLY ATTACH ALL TOWNSHIP APPROVALS TO SUPPORT THE INFORMATION RECORDED ABOVE UNDER JPC MBD 12

## CAPABILITY AND EXPERIENCE OF KEY PERSONNEL

The following Key Personnel will be allocated to the work:

	CURRICULUM VITAE TEMPLATE FOR BIDDER'S KEY PERSONNEL (1 <sup>st</sup> KEY PERSONNEL)	
1.	Surname	
2.	First Name	
3.	Date of birth	
4.	Nationality (plus ID number or passport number)	
5.	Membership of Professional Bodies and Professional Registration	Professional Body/ Association:
		Registration (Member) Number :
		Date of Registration :

	<b>with achieved</b>	<b>date</b>	
<b>6.</b>	<b>Education/ Qualifications</b>		
	<b>Institution and date from and date to</b>	<b>Qualifications obtained</b>	

<b>7. Experience</b>			
<b>Company/ Organisation</b>	<b>(Date from – Date to)</b>	<b>Duration employment</b>	<b>of Position</b>

<b>8.Key Experience Relevant to Project</b>


<b>9. Knowledge of Issues pertinent to town establishment process</b>

CURRICULUM VITAE TEMPLATE FOR BIDDER'S KEY PERSONNEL (2 <sup>nd</sup> Key Personnel )		
1.	Surname	
2.	First Name	
3.	Date of birth	
4.	Nationality (plus ID number or passport number)	
5.	Membership of Professional Bodies and Professional Registration with date achieved	Professional Body/ Association:
		Registration (Member) Number :
		Date of Registration :
6.	<b>Education/ Qualifications</b>	
	<b>Institution and date from and date to</b>	<b>Qualifications obtained</b>


7. Experience			
Company/ Organisation	(Date from – Date to)	Duration employment	of Position

8.Key Experience Relevant to Project

<b>9. Knowledge of Issues pertinent to town establishment process</b>

NB: Comprehensive CVs of nominated personnel must be attached substantiating, capability, qualification, experience and suitability to be submitted under JPC MBD 13

## CAPABILITY AND EXPERIENCE OF BIDDER'S MULTI-DISCIPLINARY TEAM JPC MBD 14

The following multi-disciplinary team may include but not limited to the following

		NAME OF FIRM
1.	Environmental	
2.	Urban Designer	
3.	Geotechnical Engineer	
4.	Land Surveyor	
5.	Conveyancing Attorney	
6.	Civil Engineer	
7.	Electrical Engineer	
8.	Traffic Engineer	
9.	Public Participation Consultant	
10.	Economist	
11.	Quantity Surveyor	

## REGISTRATION DOCUMENTS AND BIDDER'S COMPANY PROFILE :

JPC MBD 15

*The following documents must be attached*

*Natural persons, Sole proprietors and JVs – copy of ID document/passport*

*Schools – copy of Provincial School registration certificate*

*NGO – copy of Provincial registration certificate*

*Society Club/ Association – copy of Constitution / founding document*

*Partnership -copy of partnership agreement plus IDs of all partners*

*Closed Corporation - Copy of CK1 and/or CK2 and members agreement*

*Company – current CM29,*

*Trust – letter of appointment from the Master of the High Court of SA and deed of trust*

*Joint Venture / Consortiums– JV agreement plus ID documents/ company Registration document of all members of JV/ Consortiums.*

*Bidder's company profile*

## COPIES OF TOWNSHIP ESTABLISHMENT APPROVALS OBTAINED BY BIDDER: JPC MBD 16

*The following documents must be attached*

*Copies of 5 x township establishment approvals obtained by bidder since inception of the firm*

**CERTIFIED COPIES OF THE QUALIFICATIONS, PROOF OF REGISTRATION WITH PROFESSIONAL BODIES (SACPLAN) OF THE BIDDER'S 2 (TWO) KEY PERSONNEL QUALIFICATION : JPC MBD 17**

**The following documents must be attached**

- ***Certified copies of the qualifications of the bidder's 2 (two) key personnel***
- ***Certified copies of the professional registration of the bidder's two key personnel***
- ***Comprehensive CV's of bidder's two key personnel***

**BIDDER'S ENVIRONMENTALIST COMPANY PROFILE, ENVIRONMENTAL IMPACT ASSESSMENT APPROVALS AND CERTIFIED COPIES OF VALID REGISTRATION WITH SOUTH AFRICAN COUNCIL OF NATURAL SCIENTIFIC PROFESSIONS:** **JPC MBD 18**

**The following documents must be attached**

- Bidder's environmentalist company profile
- Environmental Impact Assessment approvals obtained by bidder's environmentalist
- Certified copies of the professional registration of the bidder's environmentalist

**BIDDER'S URBAN DESIGNER COMPANY PROFILE AND PRECINCT APPROVALS:**

**JPC MBD 19**

**The following documents must be attached**

- Bidder's Urban designer's company profile
- Precinct plan approvals obtained by bidder's urban designer

**BIDDER'S LAND SURVEYOR'S COMPANY PROFILE AND CV OF LAND SURVEYOR'S KEY PERSONNEL:**

**JPC MBD 20**

**The following documents must be attached**

- Bidder's Land Surveyor's company profile
- Certified copies of bidder's land surveyor's key personnel's professional registration with SAGC
- CV of bidder's land surveyor's key personnel

**BIDDER'S GEOTECHNICAL ENGINEER'S COMPANY PROFILE AND CV AND CERTIFIED COPIES AND PROOF OF PROFESSIONAL REGISTRATION WITH ECSA OF THE GEOTECHNICAL ENGINEER'S KEY PERSONNEL:**

JPC MBD 21

**The following documents must be attached**

- Bidder's Geotechnical Engineer's company profile
- Certified copies of bidder's Geotechnical Engineer's key personnel's professional registration with ECSA
- CV of bidder's geotechnical engineer's key personnel

**BIDDER'S CIVIL ENGINEER'S COMPANY PROFILE AND CV AND CERTIFIED COPIES AND PROOF OF PROFESSIONAL REGISTRATION WITH ECSA OF THE CIVIL ENGINEER'S KEY PERSONNEL:**

**JPC MBD 22**

**The following documents must be attached**

- Bidder's Civil Engineer's company profile
- Certified copies of bidder's Civil Engineer's key personnel's professional registration with ECSA
- CV of bidder's Civil engineer's key personnel

**BIDDER'S TRAFFIC ENGINEER'S COMPANY PROFILE AND CV AND CERTIFIED COPIES AND PROOF OF PROFESSIONAL REGISTRATION WITH ECSA OF THE TRAFFIC ENGINEER'S KEY PERSONNEL:**

**JPC MBD 23**

**The following documents must be attached**

- Bidder's Traffic Engineer's company profile
- Certified copies of bidder's Traffic Engineer's key personnel's professional registration with ECSA
- CV of bidder's Traffic engineer's key personnel

**BIDDER'S PUBLIC PARTICIPATION CONSULTANT PROFILE AND QUALIFICATIONS OF THE PUBLIC PARTICIPATION CONSULTANT'S KEY PERSONNEL:** **JPC MBD 24**

**The following documents must be attached**

- Bidder's Public Participation Consultant's company profile
- Certified copies of bidder's public participation consultant's qualifications
- CV of bidder's Public Participation Consultant's key personnel

## DETAILED EMPOWERMENT PLAN

JPC MBD 25

## DETAILED FEE BREADOWN

JPC MBD 26

## STANDARD CONDITIONS OF SUBMISSION

## JPC MBD 27

The following conditions apply to all bids submitted:

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

## **QUALIFICATION CRITERIA**

Failure to adhere to the qualification requirements on JPC MBD 1 (qualification criteria) will result in the disqualification of the bid:

## **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 plus electronic version of the submission including all annexures on an electronic storage device clearly marked with the 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 RFP 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  
Forum I Building, Braampark, 3<sup>RD</sup> Floor  
33 Hoofd Street, Braamfontein

- **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**

- Proposals will be opened immediately after the closing time on the closing date at the offices of JPC at the mentioned address. The RFP number, and the name of each Bidder(s) will be announced and recorded in a register. NB: Covid Regulations will be observed.
- 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  
  
3RD Floor, Forum 1, Braampark, 33 Hoofd Street, Braamfontein
- The written complaint must contain the following information:
  - The bid reference number;
  - The section of the Policy, Regulations or Act that has been violated;
  - The details of the violation;
  - The City Department or Municipal Owned Entity involved;
  - Relief sought.
- The Chief Executive Officer may appoint an independent person, from outside or within the City or JPC, to investigate and propose a dispute resolution mechanism to address the complaint. The person so appointed will be someone who was not involved in the transaction in question.

## **PROHIBITIONS**

- JPC will not, subject to such amendments to the Act and Regulations and any exemptions as the Minister may promulgate from time to time, award contracts to Bidder(s) who are owned directly or indirectly by the following categories of persons:-
  - defined as an employee or public servant in the service of the state working for Local, Provincial and National Government; or
  - defined as an employee in the service of a government owned entity including the municipal entities;
  - if the employee mentioned above is actively or inactively a director, manager or principal shareholder of the service provider concerned (refer to GN44 in GG 28411 of 18 January 2006 for the exemption);
  - is a member of the board of directors of a municipal entity within its area of jurisdiction (refer to GN44 in GG 28411 of 18 January 2006 for the exemption);
  - who is an advisor or consultant contracted to the JPC for the purposes of assisting 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 [rfp04@jhbproperty.co.za](mailto:rfp04@jhbproperty.co.za)

## JPC STANDARD CONDITIONS OF APPOINTMENT

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.
6. **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 foregoing any claim that may be brought or threatened against JPC by any third party) arising from or by reason of the failure by the Service Provider to comply with its obligation in terms hereof.
14. **Skill, Care and Diligence:** The Service Provider shall exercise all reasonable skill, care and diligence in the performance of the services under the appointment and shall carry out all his responsibilities in accordance with recognised professional standards. If any documentation prepared or submitted by the Service Provider to JPC is approved by JPC such approval shall not limit the professional liability of the Service Provider in respect thereof. The Service Provider shall remain professionally liable in respect of such documentation notwithstanding the approval thereof by JPC.
15. **Faithful Advisor:** The Service Provider shall, in all professional matters, act as a faithful advisor to JPC and, in so far as his duties are discretionary, act fairly as between JPC and third parties.
16. **Indirect Payments:** The remuneration of the Service Provider charged to JPC, shall constitute his only remuneration in connection with the appointment and neither he nor his personnel shall accept any trade commission, discount, allowance or indirect payment or other consideration with or in relation to the appointment or to the discharge of his obligations thereunder.
17. **Royalties:** The Service Provider shall not have the benefit, whether directly or indirectly, of any royalty on or of any gratuity or commission in respect of any patented article or process used on or for the purposes of the appointment, unless it is agreed to by JPC in writing that he may.
18. **Ownership of Equipment, Materials, Supplies and Facilities:** Equipment, materials, supplies and facilities furnished to the Service Provider by JPC or purchased by the Service Provider with funds wholly supplied or reimbursed by JPC shall be the property of JPC and shall be so marked. Upon completion or termination of the services under this appointment, the Service Provider shall furnish to JPC, inventories of the equipment and materials referred to above as it then remains and dispose of same as directed by JPC.
19. **Copyright:** All copyright in and to all documents, plans, designs and other material of whatever nature prepared or produced by the Service Provider in the course and scope of its appointment shall be and remain vested in JPC for which purpose the Service Provider cedes to JPC all such copyright.

**20. *Dispute Resolution:***

- a. Any dispute arising between the Parties in respect of this appointment shall in the first instance be referred in writing to the senior executives of the Parties by either Party for resolution. The senior executives of the Parties shall meet within five (5) business days 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 fails to meet within five (5) business days after a dispute has been referred to them or fail to resolve the dispute within the time in paragraph (a) above, then either Party shall be entitled to immediately institute legal proceedings from a competent court.
- 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 Liquidation of Service Provider***

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.

**POWER OF ATTORNEY OR COMPANY RESOLUTION**

**JPC MBD 28**

**PROOF OF UP TO DATE MUNICIPAL ACCOUNTS / AFFIDAVIT / PROOF OF ARRANGEMENTS TO SETTLE ARREARS:** **JPC MBD 29**

**JOINT VENTURE / CONSORTIUM AGREEMENT:**

**JPC MBD 30**

**VALID CENTRAL SUPPLIER DATABASE REGISTRATION**

**JPC MBD 31**

## PROFESSIONAL INDEMNITY INSURANCE

JPC MBD 32