



INVITATION TO QUOTE

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

ADVERT DATE: 06 MARCH 2025

CLOSING DATE: 12 MARCH 2025

CLOSING TIME: 12H00

RFQ DESCRIPTION: RFQ – SUPPLY AND DELIVERY OF STATIONERY FOR THE JDA BUS FACTORY FOR 12 MONTHS ON AS AND WHEN REQUIRED BASIS

RFQ NUMBER: JDAFAC-STATIONERY/03/2025

RFQ DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:
Offices of the Johannesburg Development Agency, 3 Helen Joseph Street, The Bus Factory, Newtown, Johannesburg, 2000

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

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

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

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement
Tel: 011 688 7800

Contact Person: Mr. Siyambonga Gcobo
E-mail: sgcobo@jda.org.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Facilities Management
Tel: 011 688 7843

Contact Person: Ms. Tshepho Mpyatona
E-mail: tmpyatona@jda.org.za

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

OFFER

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

NAME OF BIDDER

BID DESCRIPTION

BID NUMBER

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS

COMPANY REGISTRATION NUMBER

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER

VAT REGISTRATION NUMBER

TAX VERIFICATION PIN NUMBER

SUB TOTAL BID PRICE..... excluding Value Added Tax

15%

TOTAL BID PRICE..... including Value Added Tax

TOTAL BID PRICE in words

..... excluding / including Value Added Tax (circle the correct one)

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

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

TABLE OF CONTENT

	Page No.
1. INTRODUCTION	5
2. SCOPE OF WORKS	5
3. NOTES FOR PRICING	5-6
4. PRICING TABLE	6-8
5. ASSESSMENT CRITERIA	8
5.1 Compliance	
5.2 Technical	
5.3 Price and Specific Goals	
5.4 Risk Tolerance	
6. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS	12

ANNEXURES

- A : Business Declaration
- B : Declaration of Interest
- C : Declaration of Past SCM Practices
- D : Particulars of Contracts Awarded by an Organ of State
- E : MBD9 Certificate of Independent Bid Determination
- F : Declaration on State of Municipal Accounts
- G : Organogram
- H : Local content

To all Stake Holders**RE: The channels of reporting fraudulent and Corrupt Activities**

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees.

To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption.

The City took a decision to centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline.

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

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

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

- Toll free number: 0800-0025-87 (all official languages)
- Email Address: whistle@joburg.org.za
- Walk in: 48 Ameshhof Street, SAPPI Building, East Wing, 5th Floor
- Social Media Pages: Facebook (Group Forensic and investigation services GFIS) and Twitter (@cojgfis)
- Management Request and referrals: Various Departments and Entities



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

WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE

1. INTRODUCTION

The Johannesburg Development Agency (JDA) is requesting proposals from service providers for supply and delivery of Consumables on an as and when required basis at the Bus Factory premises at 3 Helen Joseph Street, Newtown.

The appointment period envisaged is for twelve (12) months.

1.1 Background

The JDA Offices are situated in the Bus Factory premises at 3 Helen Joseph Street, Newtown, Johannesburg.

The JDA requires to appoint a service provider for supply and delivery of stationery on an as and when required basis.

2. SCOPE OF WORK AND DELIVERABLES

The successful service provider expected to render the following services:

- Supply and delivery of office consumables such as stationery as and when required by the JDA Bus factory.
- To issue a quotation of the required goods as per the BOQ from the JDA Bus factory, then upon approval of quotation delivery can be arranged.
- Pricing of goods to be inclusive of the transportation to the JDA Bus factory
- Goods to be supplied are to be of good quality as those deemed to be of inferior quality will not be accepted.

3. NOTES FOR PRICING

The basis for fee proposals is outlined in item 3.1 below.

This is followed by item 6.1 which applicants are required to take note of.

3.1 Tenderers are to complete all the items on the pricing table below and submit as part of their fee proposal to transfer or carry over the total fee to the “Offer” page correctly.

Failure to complete in full the pricing table and price as required will result in the tender being disqualified for non-compliance.

Detailed below is information upon which fees must be based on (refer to item 2 above for detailed scope of work).

This is followed by item number 6.3 which ALL applicants are required to take careful note of.

TOTAL FEE TO BE TRANSFERRED CORRECTLY TO THE OFFER PAGE

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

Failing to price as required will result in the RFQ document being disqualified.

3.2 Notes

3.2.1 Tenderers must ensure that the final PRICING TABLE TOTAL FEE is correctly carried over to the “offer” page. The total value recorded as total of pricing table must be the same as the one recorded on the offer page, which will be regarded as the quoted amount to render services. Failing to price as required will result in the RFQ submission being disqualified.

3.2.2 Fees **must** include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.

3.2.3 It is the responsibility of the bidder to ensure that they have a local office within the geographical area of City of Johannesburg as the JDA will not be responsible for accommodation and travelling costs.

3.2.4 That the RFQ is issued out in line with POPI Act.

3.2.5 That the RFQ shall be evaluated in accordance with PPR 2022

3.2.6 Bidders are to factor in a fixed pricing for the next 12 months.

4. PRICING TABLE

No.	Item	Sizes	Qty	Unit price	Total price
1.	Disposable nitrile gloves (100 in pack)	7-8 X 27-29cm	3 packs	R	R
2.	Rubber Household cleaning gloves- Yellow	Large	20	R	R
3.	Glue stick	43g	100	R	R
4.	A4 2 quire book	A4 x 2 quires	200	R	R
5.	A5 black hardcover book	A5	100	R	R
6.	Ruler-30cm	30 cm	100	R	R
7.	Clutch pencil	0.5	100	R	R
8.	Black pens -energel liquid gel-0.7	0.7	300	R	R
9.	Red pens- energel liquid gel-0.7	0.7	100	R	R
10.	Blue pens-energel liquid gel-0.7	0.7	100	R	R
11.	Green pens	0.7	100	R	R
12.	Index file dividers 1-10	1-10	100	R	R
13.	Index file dividers 1-12	1-12	100	R	R
14.	Fold back clips 25mm 12s	25mm x 12s	100	R	R
15.	Fold back clips 41mm 12s	41mm x 12s	100	R	R
16.	Black permanent maker		30	R	R
17.	Office colour Highlighters 6s	6s	200	R	R
18.	Batteries AAA	AAA	200	R	R
19.	Batteries AA	AA	200	R	R
20.	A4 Plastic presentation folders	A4	100	R	R
21.	Fold back clips 51mm	51mm	100	R	R

22.	Index file dividers 1-15	1-15	100	R	R
23.	Office exam pads- 100 pages	100 pages	100	R	R
24.	Clear office cello tape	large	50	R	R
25.	Clear office cello tape	Small	50	R	R
26.	Johannesburg Development agency Pty Ltd Stamps- to include employee details and portion for approval		50	R	R
27.	Arch Lever files	A4	300	R	R
28.	Tidy Files	A4	100	R	R
29.	Sign here stickers		1000	R	R
30.	Post -it Flags		1000	R	R
31.	Ultra Sharp Multipurpose Scissors - Comfort-Grip Handles		50	R	R
32.	Staple remover		50	R	R
33.	Stapler- medium	medium	50	R	R
34.	Stapler- large	large	30	R	R
35.	Staples- medium	medium	1000	R	R
36.	Staples- large	large	500	R	R
37.	Plastic Eraser	2 X 4 cm	50	R	R
38.	Transparent Plastic ID Card Badge Holder Student Staff Work ID		100	R	R
39.	Access cards (see picture- pg 26)		50	R	R
40.	Lanyard- for access cards		100	R	R
41.	A4 Envelopes		300	R	R
42.	A3 Envelopes		150	R	R
43.	Security OB Book (see picture- pg 26)	A4	10	R	R
44.	Security Entry Book with tear off slip-Visitors (see picture pg 26)		20	R	R
45.	Office board duster		10	R	R
46.	Office punch- medium		20	R	R
47.	Office punch- large		20	R	R
48.	Clear refuse bags for office bins - to fit office dustbins	Small	30 packs	R	R
Sub Total				R	R
15% VAT				R	
Total (VAT inclusive)				R	

The total price to be correctly transferred to the offer page, and failure to do that, bidders will be disqualified including no quoting / pricing all item correctly.

4.1 PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (**not to exceed 15 pages**) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the project successfully.

The report should **use the same item numbers as below** for the required sections of the report.

The following information must be clearly spelt out:

- **BRIEF** company background lists of SIMILAR (supply and delivery of office consumables and stationery) projects (including client name, contact person, telephone number, value of the project, and the consulting fee value, nature of the project, required deliverables).
- A copy of a valid SARS Tax Pin Compliant certificate. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.
- No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.
- A copy of the tenderer's latest municipal rates account in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements **will be accepted**.
- An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. An EME must submit an affidavit confirming the following:
 - Annual Turnover Revenue of R10 million or less; and
 - Level of Black ownership
 - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- An original letter from the tenderer's bank confirming account information.
- Bidders are required to submit detailed quotations based on the required deliverables defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc. are to be **included** in the quotations.
- A completed RFQ document with all sections filled in (references in the RFQ to other documentation attached will NOT be considered.)
- The forms A to F annexed, must be scrutinized, completed in full and submitted together with your RFQ.

Failure to comply with the requirements in item 3 and 4 will result in tenderers been negatively scored for responsiveness or disqualified for non-compliance.

Note for consortium and joint ventures.

- The items above are to be addressed and completed by **EACH** member of the consortium or joint venture.

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

Failure to comply with these conditions may invalidate your offer.

5. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow

- Compliance
- Price and Specific Goals
- Risk tolerance.

5.1 Compliance

Bidders will be disqualified for:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was Unsatisfactory, or the contract was terminated.
- Bidders who did not complete, in full, the tender offer page and the pricing table (i.e. priced, all registration numbers provided and signed);
- Bidders whose quotation document has been completed in pencil;
- Bidders who failed to attend the compulsory briefing sessions;
- Bidders whose document has been faxed;
- Bidders whose quotation document has been received after the closing time;
- Bidders whose quotation document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 3 and 4 herein;
- Bidders who have any directors in the employment of the state;
- Bidders whose tax matters are not up to date;
- Bidders whose directors are having municipal accounts that are owing more than 90 days;
- Bidders who are not registered with the National Central Supplier Data Base;

5.2 Price and Preferential Goals

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

The 80/20 preference point system will apply to this tender and the lowest acceptable tender will be used to determine the applicable preference point system. The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

Preference points shall be based on the Specific Goal as per below:

Awards UP TO R50 mil (VAT Inclusive)

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence
Business owned by 51% or more – Black People	5	• Valid BBBEE certificate / Affidavit Sworn under oath• Company Registration Certification • Certified copy of ID of owners of the business and shareholders certificate
Business owned by 51% or more - Women	10	• Valid BBBEE Certificate/ Affidavit Sworn under oath• CSD report
SMMEs (An EME or QSE)	5	• Valid BBBEE Certificate/ Affidavit Sworn under oath• CSD report
Total Points	20	Failure to attach evidence will lead to scoring zero points

5.3 RISK TOLERANCE

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

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

The greater of R8 million or four contracts / projects in the current financial year or

The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)

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

The greater of R12 million or six contracts / projects in the current financial year or

The greater of R20 million or nine contracts / projects over two financial years (current year and previous financial year)

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

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

6. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words ***“RFQ – SUPPLY AND DELIVERY OF STATIONERY FOR THE JDA FOR 12 MONTHS ON AS AND WHEN REQUIRED BASIS”*** must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown, 2000 only between the hours of 08H00 and 17H00.

The RFQ closes at 12h00 on 12 March 2025.

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

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final.

The Johannesburg Development Agency does not bind itself to accept any RFQ submission and no correspondence will be entered into.

Tender validity is 90 days.

Queries can be addressed in writing to:

Tshepho Mpyatona

E-mail: tmpyatona@jda.org.za

ANNEXURE A: BUSINESS DECLARATION**Tender/RFQ Number:****Tender/RFQ Description:****Name of Company:****Contact Person:****Postal Address:**

.....

Physical Address:

.....

Telephone Number:**Fax Number:****Cell Number:****E-mail Address:****Company/enterprise Income****Tax Reference Number** :

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

VAT Registration Number:**Company Registration Number:****1. Type of firm**☐ Partnership☐ One person business/sole trader☐ Close corporation☐ Public company☐ Private company

(Tick one box)

2. Principal business activities

.....
.....
.....

3. Total number of years company has been in business:**4. Detail all trade associations/professional bodies in which you have membership**

.....
.....
.....

5. Did the firm exist under a previous name?☐ Yes☐ No

(Tick one box)

If yes, what was its previous name?

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

Full Time :

Part Time :

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

Full Time :

Part Time :

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

R Year:

R Year:

R Year:

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

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

10. Banking details

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

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

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

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

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

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

3.1 Full Name:

3.2 Identity Number:

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

.....

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

If yes, furnish particulars

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

If yes, furnish particulars

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

If yes, furnish particulars

.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

If yes, furnish particulars

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract?

YES / NO

If yes, furnish particulars

.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

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

.....

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii)

national Assembly or the national Council of provinces;

the

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

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

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

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

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

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

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

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

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

--	--

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

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

EMPLOYER	CONSULTANT	SIMILAR NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

EMPLOYER	CONSULTANT	SIMILAR NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

***** Organ of State means-**

- ♦ a) a national or provincial department:

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

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

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

“RFQ – SUPPLY AND DELIVERY OF STATIONERY FOR THE JDA BUS FACTORY FOR 12 MONTHS ON AS AND WHEN REQUIRED BASIS”

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

(Name of Bidder)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

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

B Bid Information

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

C Documents to be attached.

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

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

.....
.....

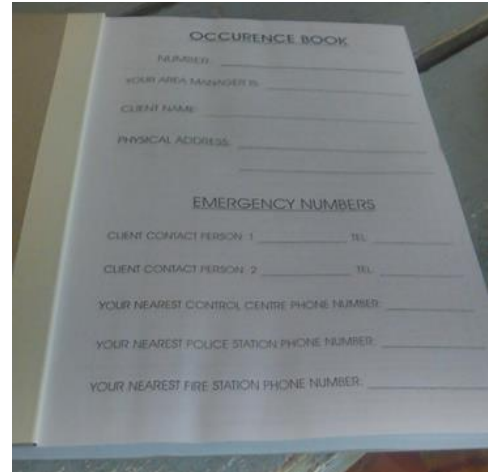
Signature

Date

Item 39: Access card picture



Item 43. Security OB Book



Item 44. Security Entry Book-Visitors

ENTRY CONTROL 2190903 FOR VISITORS	ENTRY CONTROL 2190905 FOR VISITORS	ENTRY CONTROL 2190904 FOR VISITORS
DATE: _____ TIME IN: _____	DATE: _____ TIME IN: _____	DATE: _____ TIME IN: _____
NAME: _____	NAME: _____	NAME: _____
FROM WHICH COMPANY: _____	FROM WHICH COMPANY: _____	FROM WHICH COMPANY: _____
VEH. REG. NO: _____	VEH. REG. NO: _____	VEH. REG. NO: _____
TEL. NO: _____	TEL. NO: _____	TEL. NO: _____
REASON FOR VISIT: _____ PERSON TO SEE: _____	REASON FOR VISIT: _____ PERSON TO SEE: _____	REASON FOR VISIT: _____ PERSON TO SEE: _____
I AGREE TO THE FOLLOWING CONDITIONS: 1. The Company reserves the right to inspect and search all vehicles and goods brought on entry to, and to exit from, the premises. 2. All security and safety notices on these premises must be strictly adhered to. 3. The Company cannot be held responsible for any injury or loss or damage sustained by the person or persons admitted to the premises under this permit.		
SIGNATURE OF VISITOR: _____		
PLEASE HAVE THIS PORTION FILLED IN AND RETURN TO SECURITY GUARD BEFORE LEAVING THE PREMISES.		
Signature of Person Visited: _____		
Department: _____		
TO BE FILLED IN BY SECURITY GUARD		
TIME OUT: _____		
SIGNATURE OF SECURITY GUARD: _____		