

JOHANNESBURG ROADS AGENCY (PTY) LTD

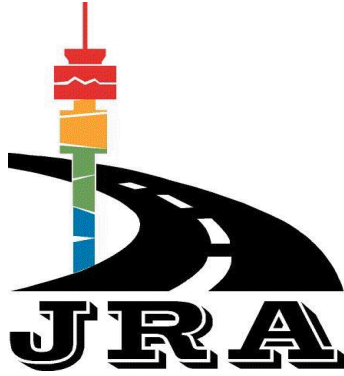
CONTRACT NO JRA 20/100

FOR

PROFESSIONAL SERVICES: APPOINTMENT OF A SUITABLY QUALIFIED CHANGE MANAGEMENT SPECIALIST TO MANAGE THE ORGANIZATIONAL CHANGE PROCESS DURING THE ROLL-OUT OF THE ORGANIZATION DESIGN PROJECT AND IMPLEMENTATION OF THE REVISED ORGANIZATIONAL STRUCTURE.

THE TENDER (VOLUME 2)

PART 2. RETURNABLE DOCUMENTS AND SCHEDULES



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PART 2: RETURNABLE DOCUMENTS AND SCHEDULES

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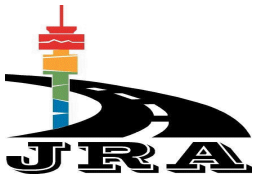
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T2.1 LIST OF RETURNABLE DOCUMENTS

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T2.1 LIST OF RETURNABLE DOCUMENTS

1. Returnable Schedules required for tender evaluation purposes

The following Forms as must be completed by Tenderer for evaluation purposes:

Form A: MBD 7.2 Contract Form – Purchase of services

Form B: Certificate of Authority of Signatory

Form C: Details of bidder

Form D: Form of Bid

Form E: Record of Addenda to Bid Document

Form F: MBD 6.1 Points Claimed for B-BBEE Status

Form G: MBD 4 Declarations of Interest

Form H: MBD 2 Tax Compliance Requirements

Form I: Current Municipal Charges

Form J: Vendor Registration with Central Supplier Database

Form K: MBD 8 Declaration of Bidder's Past Supply Chain Management Practices

Form L: MBD 9 Certificate of Independent Bid Determination

Form M: Record of Services Provided to Organs of State

Form N: Declaration of Bidders Litigation History

Form O: Omissions and Variations

Form P: Default Clause

Form Q: MBD 7.1 Contract Form – Purchase of Goods/Works (**Not applicable**)

Form R: Schedule of Compliance

Form S: List of Current or Completed Contracts

Form T: References

Form U: Electronic Payment into Bank Account

Form V: Certificate of Tenderer's Visit to the Site/ Attendance of briefing Session

Form W: Bidder's Capacity to to Assignment

2. Documents

Documents to be returned are:

- Tender Procedures (Volume 1)



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- Returnable Documents and Schedules (Volume 2)
- The Contract (Volume 3)

PRICING SCHEDULE

MBD 3.3

(Professional Services)

Name of Bidder:.....	Bid Number:
Closing Time:	Closing Date

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM	DESCRIPTION	BID PRICE IN RSA
CURRENCY		
NO		**(ALL APPLICABLE
TAXES INCLUDED)		

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)



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4. PERSON AND POSITION HOURLY RATE	DAILY RATE
-----	R-----
-----	R-----
-----	R-----
-----	R-----
-----	R-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	days-----
-----	R-----	days-----
-----	R-----	days-----
-----	R-----	days-----

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE
QUANTITY	AMOUNT
-----	R-----
-----	R-----
-----	R-----



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.....R.....

**“all applicable taxes” includes value-added taxes, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	AMOUNT
QUANTITY		
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
	TOTAL: R.....	

- 6. Period required for commencement with project after acceptance of bid
- 7. Estimated man-days for completion of project
- 8. Are the rates quoted firm for the full period of contract ? *YES/ NO.
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index
 -
 -
 -

*Delete if not applicable



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PART 3. CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 4. PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.



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6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1

MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 5. PART 2 (TO BE FILLED IN BY THE PURCHASER)

- I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
- An official order indicating service delivery instructions is forthcoming.
- I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

PART 2 DESCRIPTION OF PART 3 SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)



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SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

FORM B: CERTIFICATE OF AUTHORITY OF SIGNATORY

RESOLUTION of a meeting of the Board of *Directors / Members / Partners:

(Name of Firm)

held on that:

FULL NAMES

SIGNATURE

In his/her/their capacity asis/are hereby authorised to enter into, sign and execute and complete any documents relating to Bid and/or Contracts for the supply of goods and/or services.

NAME	CAPACITY	SIGNATURE



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NOTE:

1. *Delete which is not applicable
2. NB: This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise
3. Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

FORM C: DETAILS OF BIDDER

Bidders are to complete the following section in full

Where the bidder consists of a Joint Venture Consortium, the nominated lead party details shall be submitted

Name of Bidder	
Contact Person for this bid	
Postal address	
Domicillium Address	



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Telephone No	
Facsimile No	
Email Address	

SIGNATURE DATE.....

NAME OF BIDDERPOSITION

FORM D: FORM OF BID

The CEO
 Johannesburg Road Agency
 JOHANNESBURG

SIR / MADAM

I (or We), the undersigned, hereby bid and, should this bid be accepted, undertake to execute the whole of the works comprised and described and referred to in Technical Information and Specification, Conditions of Contract, Terms of Reference and Pricing Schedule, and to enter into the formal Memorandum of Agreement / Contract with the Johannesburg Roads Agency, embodying the said Conditions of Contract, Terms of Reference and Pricing Schedule, in consideration of the sum (inclusive of Value Added Tax) for each section of the scope as indicated under the headings below.

Based on the provisional quantities specified and unit rates incorporated by me (or us) in the said Pricing Schedule.

Name of Authorised Person	Signature of Authorised Person	Date



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If the Bidder is a Company, Corporation or Firm, state by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney, or otherwise.

I (We) _____ am (are) authorised to enter into this contract on behalf of, _____ by virtue of _____, dated the _____ day of _____ 2020, a certified copy of which is attached to this Bid.

WITNESSES

Signature.....Date.....

FORM D1:

This section must be completed in full otherwise bidders are liable to rejection on the grounds of being incomplete.

NB ANY AMENDMENTS TO THE BID DOCUMENTS MUST BE SIGNED IN FULL BY THE BIDDER'S AUTHORISED SIGNATORY AND AN ACCOMPANYING LETTER FROM THE BIDDER ON THEIR OFFICIAL LETTERHEAD WILL INDICATE SUCH ALTERATIONS. FAILURE TO OBSERVE THIS MIGHT DISQUALIFY THE BID.

ANY COMPLETION OF THE BID DOCUMENT IN PENCIL OR ERASABLE INK WILL NOT BE ACCEPTED AND MIGHT DISQUALIFY THE BID.

I/We, the undersigned, hereby acknowledge myself/ourselves fully conversant with the details and conditions set out in the Special / Technical Information and Specifications and with the General Conditions of Contract and General Conditions to Bidders included in the bid document and hereby agree to: -

Indicate if there would be a price increase applicable and attach proof thereof

SIGNED ON BEHALF OF THE BIDDER:(Signature)

NAME OF SIGNATORY (in capital letters)

SIGNED ON THIS DAY OF2020

ON BEHALF OF



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ADDRESS

.....

TELEPHONE NUMBER:

E-MAIL ADDRESS:
.....

FAX NUMBER:

AS WITNESS:
(NAME IN CAPITALS)

SIGNATURE:



PROFESSIONAL SERVICES: APPOINTMENT OF A SUITABLY QUALIFIED CHANGE MANAGEMENT SPECIALIST TO MANAGE THE ORGANIZATIONAL CHANGE PROCESS DURING THE ROLL-OUT OF THE ORGANIZATION DESIGN PROJECT AND IMPLEMENTATION OF THE REVISED ORGANIZATIONAL STRUCTURE.

FORM E: RECORD OF ADDENDA TO BID DOCUMENTS

We confirm that the following communications received from the Johannesburg Roads Agency or their Agent before the submission of this Bid offer, amending the Bid documents, have been taken into account in this Bid offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



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**FORM F: MBD 6.1 POINTS CLAIMED FOR B-BBEE STATUS
(To be completed by the Bidder)**

MBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a. The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the ...80/20...preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

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

1.4 The maximum points for this bid 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



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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) Status level certificate issued by an authorized body or person; B-BBEE
 - 2) affidavit as prescribed by the B-BBEE Codes of Good Practice; A sworn
 - 3) requirement prescribed in terms of the B-BBEE Act; Any other
 - (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;
- PART 1**
- (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 PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
--------------	-----------	--------------



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$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest 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:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

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 10 or 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.



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

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 last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

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



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- 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 Total number of years the company/firm has been in business:.....

8.8 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-BBE 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

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:



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FORM G: DECLARATION OF INTEREST

MBD 4

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 and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.Full Name:

Identity Number:.....

3.2.Position within the company (Director, Trustee, Shareholder**).....

3.3.Company Registration Number:

3.4.Tax Reference Number:

3.5.VAT Registration Number:

3.6.Are you presently in the service of the state*

 YES NO

* 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);



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3.6.1. If so, furnish particulars

.....
.....

3.7. Have you been in the service of the state for the past twelve months?

3.7.1. If so, furnish particulars

.....
.....

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

3.8.1. If so, furnish particulars

YES	NO
-----	----

.....
.....

3.9. Are you, aware of any relationship (family, friend, other) between a 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
-----	----

3.9.1. If so, furnish particulars

.....
.....

3.10. Are any of the company's directors, managers, principle shareholders or stakeholders in the service if the state?

YES	NO
-----	----

3.10.1. If so, furnish particulars

.....
.....

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

YES	NO
-----	----

- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

** 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.



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3.11.1. If so, furnish particulars

.....
.....

3.12. 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

3.12.1. If so, furnish particulars

YES	NO
-----	----

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

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

YES / NO

3.12.1 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

3.13.1 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 business whether or not they are bidding for this contract.

YES / NO



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3.14.1 If yes, furnish particulars:

.....
.....

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

Full Name	Identity Number	State Number	Employee

CERTIFICATION

I THE UNDERSIGNED (NAME)

.....**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE JRA MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE**

SIGNATURE DATE.....

NAME OF BIDDER

POSITION.....



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FORM H: TAX COMPLIANCE REQUIREMENTS

MBD 2

**CONDITIONS PERTAINING TO TAX
TAX COMPLIANCE REQUIREMENTS**

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. Any person who requires his or her tax compliance status to be disclosed to a Government institution or department, for purposes of submitting a bid or to confirm its good standing after the phasing out of paper based TCCs must request a unique security personal identification number (PIN) from SARS.
2. Very important to note is that the disclosure of a bidder's tax compliance status is an express condition for all acceptable Government bids. Failure to make the relevant disclosures will invalidate your bid and your response will be null and void.
3. The Government institution or department must use the PIN referred to above to verify a person's tax compliance status with SARS.
4. Bidders to complete the table below and provide a unique security personal identification number (PIN) from SARS which will enable the JRA to access online real-time verification of a person's tax compliance status with the electronic Tax Compliance Status (TCS) system. Failure to submit the PIN will result in the bid being disqualified.

Full name of bidder:	Electronic Tax Compliance Status System PIN No:
-----------------------------	--



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FORM I: CURRENT MUNICIPAL CHARGES

MUNICIPAL RATES AND TAXES – BUSINESS ENTITY

BIDDERS PLEASE NOTE:

Note: Failure to complete this form and to attach the required invoices/statement of account will invalidate your bid.

Municipality where business is situated:

.....

Registered Account No for Entity:

.....

Stand No:

.....

Please attach the following documents to the bid:

- a) Most recent municipal Invoice / statement / account of Business Entity. Accounts outstanding for 90 days and more will result in the bidder being disqualified.
- b) In cases where the business has signed a lease agreement, proof must be provided from the Landlord or owner indicating that the business's Rates and Taxes is not outstanding.

Failure to submit proof of the lease agreement / or letter from the Landlord or owner confirming that the business account for Rates and Taxes is in order will result in the disqualification of the bidder.



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**CURRENT MUNICIPAL CHARGES
MUNICIPAL RATES AND TAXES – DIRECTORS' PRIVATE PROPERTIES**

BIDDERS PLEASE NOTE:

Failure to complete this form and to attach the required invoices/statement of account will invalidate your bid.

DIRECTOR 1:

NAME.....SIGNATURE.....
Municipality where property is situated:

.....

Registered Account No for Property:

Stand No:.....

DIRECTOR 2:

NAME.....SIGNATURE.....

Municipality where property is situated:

.....

Registered Account No for Property:

.....

Stand No:

.....



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DIRECTOR 3:

NAME.....SIGNATURE.....

Municipality where property is situated:

.....

Registered Account No for Property:

.....

Stand No:

.....

DIRECTOR 4:

NAME.....SIGNATURE.....

Municipality where property is situated:

.....

Registered Account No for Property:

.....

Stand No:

.....

Please attach the following documents to the bid:

- a) Most recent municipal Invoice / statement / account of Director as stated on the company registration documents. Accounts outstanding for 90 days and more will result in the bidder being disqualified.
- b) In cases where the Director has signed a lease agreement, proof must be provided from the Landlord or owner indicating that the Director's Rates and Taxes is not outstanding.

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Failure to submit proof of the lease agreement / or letter from the Landlord or owner confirming that the business account for Rates and Taxes is in order may result in the disqualification of the bidder.



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FORM J: VENDOR NUMBER REGISTRATION WITH (CSD) CENTRAL SUPPLIER DATABASE.

Bidders must submit Vendor Number Registration with Central Supplier Database

Failure to submit the Vendor Number Registration with Central Supplier Database may result with the bidder being disqualified.

ENTITY NAME.....

VENDOR NUMBER REGISTRATION

SIGNATURE DATE

NAME OF BIDDER

POSITION



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FORM K: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

MBD 8

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>



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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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

CERTIFICATION

I THE UNDERSIGNED

(NAME).....CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE JRA MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE

SIGNATURE DATE



PROFESSIONAL SERVICES: APPOINTMENT OF A SUITABLY QUALIFIED CHANGE MANAGEMENT SPECIALIST TO MANAGE THE ORGANIZATIONAL CHANGE PROCESS DURING THE ROLL-OUT OF THE ORGANIZATION DESIGN PROJECT AND IMPLEMENTATION OF THE REVISED ORGANIZATIONAL STRUCTURE.

NAME OF BIDDERPOSITION

FORM L: CERTIFICATE OF INDEPENDENT BID DETERMINATION

MBD 9

1. This Standard Bidding Document (SBD) must form part of all bids¹ invited.

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 19100, 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 rigging²). Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.

3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - 3.1. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - 3.2. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4. This SBD 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 (SBD 9) must be completed and submitted with the bid:

I, the undersigned, in submitting the accompanying bid:

1 Includes price quotations, advertised competitive bids, limited bids and proposals.

2 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.



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(Bid number and description).....
in response to the invitation for the bid made by:

(Name of Institution)..... 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)..... that:

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:
 - 5.1. has been requested to submit a bid in response to this bid invitation;
 - 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - 5.3. 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 consortium³ 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:
 - 7.1. prices;
 - 7.2. geographical area where product or service will be rendered (market allocation)

³ 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.



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- 7.3. methods, factors or formulas used to calculate prices;
 - 7.4. the intention or decision to submit or not to submit, a bid;
 - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid;
or
 - 7.6. 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 19100 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

NAME OF BIDDER POSITION



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JRA 21

FORM M: RECORD OF SERVICES PROVIDED TO ORGANS OF STATE (To be completed by bidder)

Bidders are required to complete this record in terms of the Supply Chain Management Regulations issued in terms of the Municipal Finance Management Act of 2003. Include only those contracts where the bidder identified in the signature block below was directly contracted by the Employer. Bidders must not include services provided in terms of a sub-contract agreement.

Where contracts were awarded in the name of a joint venture and the bidder formed part of that joint venture, indicate in the column entitled "Title of contract for the service" that the contract was in joint venture and provide the name of the joint venture that contracted with the employer. In the column for the value of the contract for the service, record the value of the portion of the contract performed (or to be performed) by the bidder. Complete the record or attach the required information in the prescribed tabulation.

All goods delivered / services commenced or completed to an organ of state in the last 5 years	Organ of state, i.e. national or provincial department, public entity, municipality or municipal entity.	Title of contract for the service / goods delivered	Value of contract incl VAT (Rand)	Date completed (State current if not yet completed).
1.				
2.				
3.				
4.				



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All goods delivered / services commenced or completed to an organ of state in the last 5 years	Organ of state, i.e. national or provincial department, public entity, municipality or municipal entity.	Title of contract for the service / goods delivered	Value of contract incl VAT (Rand)	Date completed (State current if not yet completed).
5.				
7.				
8.				

(Attach additional pages if more space is required).

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

NAMESIGNATURE.....
DATE.....

CAPACITY

SIGNED ATON THIS DAY OF

WITNESS 1 FULL NAMESIGNATURE

WITNESS 2 FULL NAMESIGNATURE.....



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FORM N: DECLARATION OF BIDDERS LITIGATION HISTORY (To be completed by bidder)

The Bidder shall list below details of any litigation with which the Bidder (including directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department, including the JRA, within the last ten years. The details must include the year, the litigating parties, and the subject matter of dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED

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.

Name (Block Letter)

Capacity of authorized agents:

Signature(s) of authorized agents:

Signed at on this day of:

Witness (Full name – BLOCK LETTERS – and signature)



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1 Name in Block Letters

2 Name in Block Letters

Date:

FORM O: OMISSIONS AND VARIATIONS

(To be completed by the Bidder(s))

Bids will be held to be entirely in accordance with Johannesburg Roads Agency’s specification except in the respects stated hereunder and the goods/services will be subject to rejection if it is found on delivery that they do not/ it does not comply with the JRA’s specification on additional points, which have not been approved in writing:

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

If the Bid is in accordance with the JRA’s specification in all respects, the Bidder(s) must state so here

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

Bidder(s)’s authorized Signatory

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.....
(BLOCK LETTERS)

.....
SIGNATURE)

Full name of Bidder(s)
.....



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FORM P: DEFAULT CLAUSE

Should it appear to the Agent that the Supplier is not executing the contract in accordance with the true intent and meaning thereof, or that the Supplier is refusing or delaying to execute the Contract or that the Supplier is not carrying on the Work at such rate of progress as to ensure delivery by the Date of Delivery or that of default by the Supplier, then and in any of such events the Agency may give notice in writing to the Supplier to make good the failure or default and should the Supplier fail to comply with the notice within the period of 14 days specified therein, then in such case the Agency shall, without prejudice to any of its rights under the Contract, be at liberty forthwith to perform such Work as the Supplier may sustain terms of its clause and to terminate the Agreement. The Supplier will be held liable for the cost if the JRA has to appoint another Supplier if the appointed Supplier fail to carry out the agreement.

CLAUSE ON INVALID AND IRREGULAR BID APPLICATIONS AND BREACHES OF BID AGREEMENTS

- Provided false information in any bid application
- Exerted undue influence on any person involved in considering a bid
- Provided a financial or other reward
- Where the supplier fails to comply with the required specifications of services and goods

BID NUMBER

.....
SIGNATURE OF BIDDER

.....
DATE



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FORM Q: MBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

MBD 7.1

MBD 7.1 (Not Applicable to this bid contract no JRA 20/100)

FORM R: SCHEDULE OF COMPLIANCE

(To be completed by the Bidder)

FORMS TO BE COMPLETED BY BIDDER (RETURNABLE DOCUMENTS)

COMPLIANCE TO RETURNABLE DOCUMENTS REQUIRED FOR BID EVALUATION PROCESS

Note: Failure to fully complete and submit the applicable documents may result in the bid offer being disqualified from further consideration.

This section details the level of agreement and/or compliance of the bidder with each Clause of the Bid conditions and specifications.

The following forms/documents must be read, completed and submitted by the bidder in order for the bid to be considered responsive initiating the assessment of the bidders' proposal and if any one of the following forms is not included, the bid may be declared incomplete / unresponsive and disqualified.

The list of forms to be filled in this section is tabulated in a simple format to assist bidders with ensuring compliance to the bid requirements and is to be filled out by the bidder by simply making a tick in the relevant column of the table. This summarised table format of compliance is found later within this document at the end of all individual required forms/documents.

Additional pages can be attached to the Bid document to add further comments under each specific returnable form/document.

The Bidder shall ensure that he has read and fully understands the Special Conditions and required Forms to be Filled and indicate his level of agreement or compliance with the various Clauses of the Special Conditions of Bid, the specifications as per the pricing schedule and required Forms to be Filled in the table below by making a tick the relevant column. If only agreeing to comply partially, he shall provide details in the adjacent column.

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SPECIAL and / or TECHNICAL CONDITIONS:	Agree to comply with Clause?			Confirmation of Document included (Bidders may use this column to confirm documents have been completed and included in the bid)
	Yes	No	If No/partially compliant, provide details below	
1. Invitation to bid signed (MBD 1)				
2. Tax Compliance requirements (MBD 2)				
3. Pricing schedules completed (MBD3.2)				
4. Declaration of Interest signed and submitted (MD4)				
5. B-BBEE status Level Contributor Certificate (Original or certified copy) or in case of an Exempted Micro Enterprise or a Qualifying Small Enterprise, a Sworn Affidavit (general) on the relevant form obtained from the DTI website(MBD 6.1)				
6. Contract form completed				
7. Declaration of Bidders Past Supply Chain Management Practices completed and submitted (MBD8)				
8. Certificate of Independent Bid Determination completed, signed and submitted (MBD9)				
9. Compliance to Special Conditions of Contract / Specifications / Terms of Reference				
10. Compliance to returnable documents required				
11. Details of bidder completed				
12. Banking details provided				
13. Municipal charges - Rates and Taxes to be submitted for the Entity as well as for the Directors of the Entity. If Accounts are outstanding for longer than 3 months the bidder will be disqualified				
14. Record of services to organs of state completed				
15. Declaration of bidders litigation history completed				
16. Omissions and Variations				

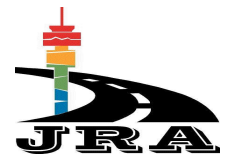
JOHANNESBURG ROADS AGENCY (PTY) LTD

JRA20/100



PROFESSIONAL SERVICES: APPOINTMENT OF A SUITABLY QUALIFIED CHANGE MANAGEMENT SPECIALIST TO MANAGE THE ORGANIZATIONAL CHANGE PROCESS DURING THE ROLL-OUT OF THE ORGANIZATION DESIGN PROJECT AND IMPLEMENTATION OF THE REVISED ORGANIZATIONAL STRUCTURE.

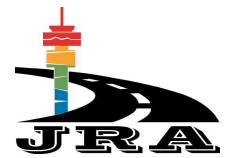
SPECIAL and / or TECHNICAL CONDITIONS:	Agree to comply with Clause?			Confirmation of Document included (Bidders may use this column to confirm documents have been completed and included in the bid)
	Yes	No	If No/partially compliant, provide details below	
17. Default clause completed				
18. References and List of completed Contracts Completed				
19. Certificate of Authority of Signatory completed.				
20. Contract Form - Purchase of Goods and works (MBD7.1)			Not applicable	
21. Record of Addenda completed				
22. Proof of purchase of tender document submitted				
23. Copy of an original tender document burnt on CD or Hard Copy submitted with returnables				
24. All forms A-W fully completed and signed				



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**FORM S: LIST OF CURRENT OR COMPLETED CONTRACTS
(To be completed by bidder)**

Company and reference number	Duration of contract	Description of products(sevices) delivered	Budget of the Project	Contact person that can provide information on the contract	Telephone number	E-mail address of contact person



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FORM T: REFERENCES (To be completed by bidder)

Company reference number and	Duration of contract	Description of products delivered	Budget of Project	Contact person that can provide information on the contract	Telephone number	E-mail address of contact person



PROFESSIONAL SERVICES: APPOINTMENT OF A SUITABLY QUALIFIED CHANGE MANAGEMENT SPECIALIST TO MANAGE THE ORGANIZATIONAL CHANGE PROCESS DURING THE ROLL-OUT OF THE ORGANIZATION DESIGN PROJECT AND IMPLEMENTATION OF THE REVISED ORGANIZATIONAL STRUCTURE.

FORM U: ELECTRONIC PAYMENT INTO BANK ACCOUNT

RESTRICTED ELECTRONIC PAYMENT INTO BANK ACCOUNT

1. To enable the Johannesburg Roads Agency (Pty) Ltd to comply with JRA's cash management decision that payment to suppliers and service providers be done electronically, the particulars of bank accounts of suppliers and service providers must be made known to the Department's Accountant.
2. It would thus be appreciated if the particulars of bank account can be entered hereunder or on a letterhead where required. It is advised that the information will be treated as confidential.

Name of bidder	
Bank	
Branch Name	
Account Number	
Name of account holder	

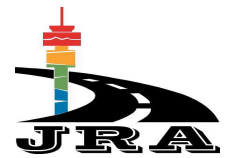
3. A photocopy of a cancelled cheque must be supplied with the letterhead.
4. I the undersigned certify that the above information is correct and be used for the purpose of electronic payment in accordance with the National Treasury's decision.
5. I undertake to notify the JRA of any changes to banking details in writing.

Signature _____

Date: _____

Name _____

Capacity: _____



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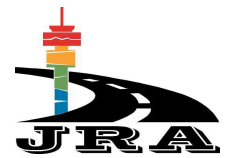
FORM V: CERTIFICATE OF TENDERER'S ATTENDANCE OF COMPULSORY BRIEFING SESSION

PROFESSIONAL SERVICES: APPOINTMENT OF A SUITABLY QUALIFIED CHANGE MANAGEMENT SPECIALIST TO MANAGE THE ORGANIZATIONAL CHANGE PROCESS DURING THE ROLL-OUT OF THE ORGANIZATION DESIGN PROJECT AND IMPLEMENTATION OF THE REVISED ORGANIZATIONAL STRUCTURE.

NOT APPLICABLE TO CONTRACT NO
JRA 20/100

BIDDERS TO ATTACH AN ORIGINAL ATTENDANCE CERTIFICATE AS ISSUED DURING THE COMPULSORY BRIEFING SESSION.

Note: Failure to fully complete, sign and to attach the required Original Compulsory Briefing Session Attendance Certificate will invalidate your bid.



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FORM W: BIDDERS CAPACITY TO DO ASSIGNMENT

Bidders must submit a letter on their company's letterhead declaring that they have sufficient current capacity to successfully carry out this assignment.

NAME SIGNATURE.....

DATE.....

CAPACITY