REQUEST FOR QUOTATION FOR PROVISION OF RECRUITMENT SERVICES FOR THE PLACEMENT OF
JOHANNESBURG ROADS AGENCY: CHIEF EXECUTIVE OFFICER

The Johannesburg Roads Agency requests your quotation on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

RFQ NO: 001/2021
RFQ ISSUE DATE: 01 JULY 2020
CLOSING DATE AND TIME: 08 JULY 2020 AT 10:00 AM
BRIEFING SESSION: THERE WILL BE NO BRIEFING SESSION FOR THIS RFQ.
RFQ VALIDITY PERIOD: 90 days (COMMENCING FROM THE RFQ CLOSING DATE)
RESPONSES TO THIS RFQ SHOULD BE FORWARDED TO: Email address: jrarfqdoc@jra.org.za
ENQUIRIES: Nomzamo Buyana: Tel (011) 491 5733/ 011 298 5033 (SCM)
E-mail: nbuyana@jra.org.za

This RFQ will be evaluated on the 80:20 point systems as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & JRA’s Supply Chain Management Policies and Procedures.

BIDDER: __________________________________________

TEL: ________________________________

FAX: ________________________________

CELL: ________________________________

E-MAIL: ______________________________

CONTACT PERSON: ______________________________

REQUEST FOR QUOTATION

RFQ NUMBER | RFQ DATE
------------|---------
001/2021    | 01 JULY 2020

CONTACT PERSON

NAME: Nomzamo Buyana
TEL NO: (011) 491-5733
OFFICE USE ONLY:
PRICE/S TO BE VAT EXCLUSIVE

CONDITIONS:

1. All goods or services procured will be subjected to JRA Policies and Procedures. A copy of said conditions is available from Procurement office.

2. It is a responsibility of the bidder to ensure that the relevant office/institution is in possession of a valid Tax Clearance Certificate. The onus rests with the bidder to ensure that the relevant office /institution receive a valid Tax Certificate as soon as the validity of the said certificate expires. Where the relevant office /institution do not have a valid Tax Clearance Certificate, an Original Tax Clearance Certificate must be submitted with this RFQ. Failure to do so may invalidate the bid submitted in terms of the RFQ.

3. All purchases will be made through an official order form. Therefore, no goods must be delivered or services rendered before an official order has been received.

4. All INVOICES SUBMITTED FOR PAYMENT MUST HAVE JRA’S (VAT NUMBER 4370192314 AS PER SEC 20 OF THE VAT ACT).

5. I certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the bid.

6. I hereby agree that should I be awarded this RFQ, and fail to deliver or perform on the award; the JRA will have the right to enforce Regulation 13 of the Preferential Procurement Regulations.

7. This RFQ is subject to the provisions made in the General Conditions of Contract, as issued by National treasury, including revisions.

8. I hereby agree that the JRA may restrict me from business if my company does not perform or deliver on appointments received.

9. I hereby agree that the onus is on the supplier not to accept orders or make deliveries that will result in over-spending on the amount awarded on this RFQ. I also accept that I will not be paid by the JRA for any over-expenditure.

SIGNATURE OF BIDDER:____________________

CAPACITY:____________________
SCOPE OF WORK

1 PURPOSE

Johannesburg Roads Agency (JRA) through this request for quotation seeks to appoint an experienced service provider to perform various recruitment activities/services for the appointment of the Chief Executive Officer.

2 SCOPE OF WORK /DELIVERABLES

Within this context, the consultant will be responsible for:

- Review, screen and validate all applications received by the JRA for the above-mentioned positions.
- Conduct preliminary interviews based on the minimum requirements to screen applicants for potential interview candidates.
- Prepare a detailed summary of potential shortlisted candidates for all the above-mentioned positions for consideration.
- Discuss final shortlist with the Board Chairperson.
- Co-ordinate the interview process by inviting applicants and panel members and all other logistics relevant for interviews.
- Record proceedings at the final shortlisting and interview session with the Board Chairperson.
- Conduct post interview screening as required by Board and in line with applicable regulations, including Qualification, Citizenship, Credit Verification, Criminal and Reference checking.
- Conduct Psychometric Assessment required for the position.
- Present final report to the Board Chairperson detailing the whole assignment outcome, plus final results of the screenings and psychometric test outcomes for the top candidates.
- In consultation with the Company coordinate the extension of the offer of employment to successful candidates and send regret letters to unsuccessful candidates.

3 REPORTING RESPONSIBILITIES

The consultant shall be guided by the Board of Directors.

4 TIME FRAME

The assignment should be completed within four weeks of appointment.

5 REQUIRED SKILLS AND COMPETENCE

In order to deliver on the above listed responsibilities/deliverables, the suitable service provider would require extensive recruitment, selection and placement experience for executive positions.

6 PROFILE OF CONSULTANT FIRMS

The criteria for shortlisting the consultants will be:

- Brief company profile, as relevant to the above mentioned.
- Experience in the relevant areas.
- Clientele/ previous projects
- A concept paper /project plan for conducting the exercise, showing tasks, timelines etc.
- CV/Resume of all team members, highlighting experience relevant to this exercise. Individual CV’s should not exceed 4 pages along with confirmation that the proposed team members will in fact be available to undertake this exercise at the appropriate time.
- Financial proposal.

7 EVALUATION CRITERIA

Written References:

It is a requirement that the bidders must submit three references (3) letters confirming their services on the recruitment and placement on Executive and top senior management positions. The three letters must be in the official letterheads and signed by the clients to which the services were rendered by the bidder. Reference letter must be on services rendered in the past years.

8 FUNCTIONALITY

Service Providers will be evaluated in terms of functionality as part of the minimum requirements before evaluated on price as follows:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Past Relevant Experience reputation (Attach signed letters of reference confirming services on the recruitment and placement of Executive and Senior Management positions.) The letters must be on clients official letterheads. Reference letters must be on services rendered in the past two years.</td>
<td>40</td>
</tr>
<tr>
<td>• Methodology and Project Approach</td>
<td>25</td>
</tr>
<tr>
<td>• Qualification and skill of resources</td>
<td>35</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
</tr>
</tbody>
</table>

Service Provider that qualified pre-evaluation in terms of functionality cut-off points will then be evaluated in terms 80/20 preference point system

<table>
<thead>
<tr>
<th>Past Relevant Experience (attach signed letters of reference from clients for services)</th>
<th>Total points 40 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three (3) relevant projects</td>
<td>40 points</td>
</tr>
<tr>
<td>Two (2) relevant projects</td>
<td>30 points</td>
</tr>
<tr>
<td>One (1) relevant project</td>
<td>15 points</td>
</tr>
<tr>
<td>No experience</td>
<td>0</td>
</tr>
</tbody>
</table>

Methodology and Project Approach (Attach methodology and project approach) Total points 25 points

<table>
<thead>
<tr>
<th>Methodology and Project Approach (Attach methodology and project approach)</th>
<th>Total points 25 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A comprehensive schedule of how the services are to be provided, namely: -</td>
<td>25 points</td>
</tr>
<tr>
<td>• A concept paper/project plan for conducting the exercise, showing tasks,</td>
<td></td>
</tr>
<tr>
<td>timelines.</td>
<td></td>
</tr>
<tr>
<td>No submission/not relevant to project</td>
<td>0 points</td>
</tr>
</tbody>
</table>

Qualification and Skill of resources of at least two personnel (attach CV’s and copies) Total points 35
<table>
<thead>
<tr>
<th>Qualification</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Degree/ B Tech in Human Resources Management</td>
<td>20</td>
</tr>
<tr>
<td>A Diploma in Human Resources Management</td>
<td>10</td>
</tr>
<tr>
<td>Three (3) or more years' experience of the project leader in human resources development/talent management/recruitment (Attach CV's)</td>
<td>15</td>
</tr>
<tr>
<td>Two (2) years' experience of the project leader in human resources development/talent management/recruitment (Attach CV's)</td>
<td>5</td>
</tr>
<tr>
<td>No experience /experience is not relevant</td>
<td>0</td>
</tr>
</tbody>
</table>

**Note:** A bidder/s that scores less than 70 points out of 100 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified. Should the relevant bidder/s meet the minimum required percentage or minimum points, they will be evaluated in terms of price and preference as per the PPPFA Act, No.5 of 2000 and its associated Regulations issued by the National Treasury.
### Pricing Schedule

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>UOM</th>
<th>Quantity</th>
<th>Unit Cost (Excl. VAT)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Screening and shortlisting of 163 CVs:</td>
<td>Per CV</td>
<td>163</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>• Review, screen and validate all applications received by the JRA for the above-mentioned positions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Prepare a summary report of all applications received.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Conduct preliminary interviews based on the minimum requirements to screen applicants for potential interview candidates.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Prepare a detailed summary of potential shortlisted candidates for all the above-mentioned positions for consideration.</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Discuss final shortlist with the Board Chairperson.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Conducting of interviews</td>
<td>Per candidate</td>
<td>Shortlisted candidate</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>• Co-ordinate the interview process by inviting applicants and panel members and all other logistics relevant for interviews.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Record proceedings at the final shortlisting and interview session with the acting CEO and Board Chairperson.</td>
<td>Item</td>
<td>Item</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>4</td>
<td>Background checks:</td>
<td>Per Candidate</td>
<td>Shortlisted candidate</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>• Conduct post interview screening as required by Board and in line with applicable regulations, including Qualification, Citizenship, Credit Verification, Criminal and Reference checking.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Psychometric Assessment:</td>
<td>Per candidate</td>
<td>Shortlisted candidate</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>• Conduct Psychometric Assessment required for the position</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• The following are the assessments which needs to be conducted: CPP, 15FQ, Firo-B, CRTB, Departmental Case Study, Integrated report.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Reporting and placement:</td>
<td>Item</td>
<td>Item</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>• Present final report to the Board Chairperson detailing the whole assignment outcome, plus final results of the screenings and psychometric test outcomes for the top candidates.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• In consultation with the Company</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
coordinate the extension of the offer of employment to successful candidates and send regret letters to unsuccessful candidates.

Sub Total  R
VAT  R
Total  R

Please note that this quotation must be valid for Ninety (90) days. The JRA will consider this pricing schedule only. Suppliers that submit quotations printed on their letterheads and own terms and conditions will be disqualified as these quotations will be considered as being conditional.

COMPANY NAME: ____________________________

SIGNATURE OF BIDDER: ____________________

DATE: _________________
GENERAL

3.1 All RFQ responses must be sent to the physical address only. It is the responsibility of the service provider to ensure that its quotation reaches JRA on or before the closing date and time of the RFQ.

3.2 All prices must be quoted in South African Rand (ZAR).

3.3 All prices should be inclusive of Value Added Tax (VAT) if entity is VAT registered.

3.4 Prices must be quoted as per the attached Pricing Schedule Annexure “A”

3.5 Annexure “B”: Certificate of Independent Bid Determination must be completed in full and signed by the bidder (MBD9).

3.6 Annexure “C”: Declaration of bidders’ past Supply Chain Practices must be completed in full and signed by the bidder.

3.7 Annexure “D”: Declaration of Interest must be completed in full and signed by the bidder. (All directors must sign)

3.8 Annexure “E”: Declaration Certificate for local production and content for designated sectors.

3.9 Annexure “F”: Preferential Point Form.

3.10 This RFQ is issued in terms of the Government Procurement: General Conditions of Contract (GCC). The bidder must familiarize itself with these conditions of contract, which are available on request.

4 MANDATORY REQUIREMENTS (these must be submitted with your RFQ response, failure will lead to disqualification)

- **JRA quotation page must be fully completed and signed**
- Municipal Rates and Tax Account not older than 90 days/ Valid Lease Agreement for entity/ Affidavit (confirming the relationship between the owner of the property and the entity) if the entity does not own any property
- Municipal Rates and Tax Accounts for all directors not older than 90 days/ Valid Lease Agreement /Affidavit (confirming the relationship between the owner of the property and the director) if the directors do not own any properties
- All attached forms must be completed and signed
- **Annexure “D”: Declaration of Interest must be completed in full and signed by all directors of the bidding company**
- Copies of Company Registration Documents (CIPC)
- Only service providers that are registered with the Central Supplier Database may make submissions on the RFQ’s
- Note: Valid Tax Clearance Certificate and SARS Pin
ADDITIONAL REQUIREMENTS

- Company Profile
- Certified ID copies of all directors
- Certified Copy of BBBEE Certificate issued by a verification agency accredited by the South African National Accreditation System (SANAS), or in the case of an Exempted Micro Enterprise or Qualifying Small enterprise, a sworn affidavit on the relevant form obtained from the DTI website.

From 1 November 2014, the paper-based tax clearance certificates (TCC) issued by SARS will be gradually phased out and replaced with an electronic Tax Compliance Status (TCS) system. The system allows for the online real-time verification of a person’s compliance status. From 1 April 2015 SARS will no longer issue paper based tax clearance certificates tax

Any person who requires his/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.

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.

The Government institution or department must use the PIN referred to above (after implementation of the new system) to verify a person’s tax compliance status with SARS. Remember that bids that are submitted in the transitional period may be accompanied by a valid original paper based tax clearance certificate, however successful bidders who are awarded contracts on a paper based TCC must warrant that they will, on request by the Government institution or department, provide a PIN for the Government institution or department to verify their tax compliance status.

<table>
<thead>
<tr>
<th>Full name of bidder:</th>
<th>Electronic Tax Compliance Status System PIN No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| National Treasury Central Database Supplier No |
### CHECKLIST FOR MANDATORY DOCUMENTS/REQUIREMENTS

<table>
<thead>
<tr>
<th>NO</th>
<th>DOCUMENT SUBMITTED</th>
<th>YES / NO</th>
<th>IF NO – GIVE REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Valid Tax clearance Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Original or certified valid BEE Certificate/ Sworn affidavit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Copy of Company Registration documents (CIPC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Copies of Rates and Tax or Water and Lights accounts for <strong>entity</strong>. (Not older than three months)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Copies of Rates and Tax or Water and Lights accounts for <strong>all directors</strong>. (Not older than three months)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I HEREBY CONFIRM THAT I HAVE SUBMITTED ALL THE DOCUMENTS LISTED IN THE TABLE ABOVE:

SIGNATURE:_______________________________________________

COMPANY NAME:_____________________________________________
5. COMPANY AND DIRECTORS INFORMATION – PLEASE LIST DETAILS FOR COMPANY AND ALL DIRECTORS

<table>
<thead>
<tr>
<th>No</th>
<th>Name of Company</th>
<th>Physical Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>Name of Directors</th>
<th>Physical Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate if the company is doing business from home, and if so what is the physical address of such home:

YES / NO

…………………………………………

Signature
Annex B: CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD)

1. This Municipal Bidding Document (MBD) must form part of all bids\(^1\) 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).\(^2\) 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:
   a. 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.
   b. 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:

\[\text{I, the undersigned, in submitting the accompanying bid:}\]

\(^1\) 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.
(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:___________________________________________________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;
   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\(^3\) will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   (a) prices;
   (b) geographical area where product or service will be rendered (market allocation)
   (c) methods, factors or formulas used to calculate prices;
   (d) the intention or decision to submit or not to submit, a bid;
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act Act No 12 of 2004 or any other applicable legislation.

\(^3\) 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.
Annex C: DECLARATION OF BIDDERS PAST SUPPLY CHAIN PRACTICES

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have:
   a. abused the institution’s supply chain management system;
   b. committed fraud or any other improper conduct in relation to such system; or
   c. failed to perform on any previous contract.

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s database 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 National Treasury after the <em>audi alteram partem</em> rule was applied).</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>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, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Item</td>
<td>Question</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
</tr>
<tr>
<td>4.2.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.3.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.4.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 Date

.................................................. ..................................................
Position Name of Bidder
Annex D: 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 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: ………………………………………………………………………………………………………

3.2 Identity Number: …………………………………………………………………………………………………

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
3.6.1 If so, furnish particulars.

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

3.7.1 If so, furnish particulars.

3.10 Are any of the company’s directors, managers, principal shareholders or stakeholders in service of 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, principal shareholders or stakeholders in service of the state?  
**YES / NO**

3.11.1 If so, furnish particulars.
CERTIFICATION

I, THE UNDERSIGNED (NAME) ..........................................................................................

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

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>State Employee Number</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

........................................... ..........................................................
Position Name of Bidder
BANK DETAILS
(To be completed by the Bidder)

ELECTRONIC PAYMENT INTO BANK ACCOUNT

1. To enable the Johannesburg Roads Agency (Pty) Ltd to comply with JRA cash management decision that payment, to suppliers and services providers be done electronically, the particulars of bank accounts of suppliers and services 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 and on a letterhead of the bank or a cancelled cheque and returned with your price quotation or Bid. It is advised that the information will be treated as confidential. However, if you have already received payment electronically, this is to be indicated below.

3. Payment has previously been received electronically (mark with a cross):

   YES Particulars already known
   NO See particulars below / on letterhead

4. If the answer is No, the following particulars of the bank account must be reproduced on letterhead of firm:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Bidder</td>
<td></td>
</tr>
<tr>
<td>Bank</td>
<td></td>
</tr>
<tr>
<td>Branch name</td>
<td></td>
</tr>
<tr>
<td>Account number</td>
<td></td>
</tr>
<tr>
<td>Name of account holder</td>
<td></td>
</tr>
</tbody>
</table>

5. I, the undersigned, certify that the above information is correct and can be used for the purpose of electronic payment in accordance with the National Treasury’s decision.

6. I undertake to notify your Department of any changes to banking details in writing.

SIGNATURE ................................................................. DATE ..............................................

NAME ................................................................. CAPACITY ..............................................

SIGNED AT ............................................................... ON THIS DAY OF ..................................

WITNESS 1 FULL NAME .................................................. SIGNATURE ........................................

WITNESS 2 FULL NAME .................................................. SIGNATURE ........................................
Annex E: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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, 2011.

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 R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value over R1 000 000 (all applicable taxes included)

1.2 The value of this bid is estimated to not exceed R1 000 000 (all applicable taxes included) and therefore the…………………..system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

1.3.1 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTION</td>
</tr>
</tbody>
</table>

Total points for Price and B-BBEE must not exceed 100
1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 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

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

2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 “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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 “consortium or joint venture” 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;

2.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;

2.9 “EME” means any enterprise with an annual total revenue of R5 million or less.

2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 “non-firm prices” means all prices other than “firm” prices;

2.13 “person” includes a juristic person;

2.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.16 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

2.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
3. **ADJUDICATION USING A POINT SYSTEM**

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

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

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. **POINTS AWARDED FOR PRICE**

4.1 **THE 80/20 PREFERENCE POINT SYSTEMS**

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

80/20
\[ P_s = 80 \left( 1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right) \]

Where

\( P_s \) = Points scored for comparative price of bid under consideration

\( P_t \) = Comparative price of bid under consideration

\( P_{\text{min}} \) = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (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:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor.
Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs 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.

5.4 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.

5.5 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 scorecard is prepared for every separate bid.

5.6 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 Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION
6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: ……….. = ………..(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm …………………………………………………………………………………….. :

9.2 VAT registration number : 

9.3 Company registration number ……………………………………………………………………….. :

9.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited
9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

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

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9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? ........................................

9.8 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-BBEE status level of contribution indicated in paragraph 7 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 paragraph
7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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. ........................................

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

SIGNATURE(S) OF BIDDER(S)

2. ........................................

DATE:........................................
ADDRESS:........................................