



City of Johannesburg
Johannesburg Roads Agency

75 Helen Joseph Street
Cnr. Harrison Street
Johannesburg
2001

P/Bag X70
Braamfontein
South Africa
2017

Tel +27(0) 11 298 5000
Fax +27(0) 11 298 5178
www.jra.org.za
www.joburg.org.za

NOTICE TO BIDDERS

The JRA's mandate in terms of the Service Delivery Agreement (SDA) with the City of Johannesburg is the responsibility for the construction, maintenance, and management of the infrastructure networks associated with the roads, road services, storm water, footways, railway sidings and traffic mobility management. The JRA encourage creation of employment through the use of SMME, black economic empowerment and enterprise development. In that regard bidders are hereby invited for the following: The JRA's mandate in terms of the Service Delivery Agreement (SDA) with the City of Johannesburg has the responsibility for the construction, maintenance, and management of the infrastructure networks associated with the roads, road services, storm water, footways, railway sidings and traffic mobility management. The JRA encourages creation of employment through the use of SMME, black economic empowerment and enterprise development. In that regard bidders are hereby invited for the following:

Bid Description: CONTRACT NO JRA /21/33 APPOINTMENT OF SUITABLY QUALIFIED CHANGE MANAGEMENT (CM) SPECIALIST SERVICE PROVIDER TO MANAGE THE ORGANISATIONAL CHANGE PROCESS DURING THE ROLL OUT OF THE ORGANISATIONAL DESIGN PROJECT AND IMPLEMENTATION OF THE REVISED ORGANISATIONAL STRUCTURE.

CRITERIA	SUB-CRITERION	POINTS	FORM OF EVIDENCE
COMPANY EXPERIENCE	Bidders must have at least five (5) consecutive years' experience in conducting Change Management projects at various organizations.		Appointment Letters and Reference letters
	More than Five (5) consecutive years' experience	10	Complete JRA 25 in full
	Five (5) consecutive years' experience	7	
	Less than five (5) consecutive years' experience	0	
COMPLETED PROJECTS	Bidders must demonstrate that they have successfully completed at least three (3) bid related projects over the past five (5) years, i.e. conducting Change Management projects at various organizations. The total value of the projects must be R2M or more.		Appointment Letter with Total value / Official Purchase Orders and /or Invoices / Remittance Advices /or Reference letters with Project values.
	More than three (3) bid related projects completed over the past five (5) years; with a total value of R2M or above.	15	Complete JRA 25 in full
	Three (3) bid related projects completed over the past five (5) years; with a total value of R2M or above	11	
	Less than three (3) bid related projects completed over the past five (5) years or total value less than R2M.	0	
CAPACITY			
COMPANY RESOURCES: TEAM LEADER: QUALIFICATION	The Project Team Leader must have a qualification at an NQF level 8 (Honours level).		Attach certified qualifications, certification not older than 6 months. For foreign qualifications, proof must be submitted of SAQA certification
	The Project Team Leader has a qualification at a level higher than NQF level 8 (Honours level), i.e. NQF level 9 etc.	5	Please complete the JRA26 in full
	The Project Team Leader has a qualification at an NQF level 8 (Honours level).	4	
	The Project Team Leader has a qualification at a lower level than NQF level 8 (Honours level).	0	
COMPANY RESOURCES: TEAM LEADER: EXPERIENCE	The Project Team Leader must have at least five (5) years' experience in conducting Change Management projects at various organizations. Submitted CVs should all be related to the bid, clearly cross referenced to the CV template (JRA26) and attached as specified.		A detailed CV with contactable referees to be attached.
	More than five (5) years' experience	15	Please note that the CV should be clearly cross-referenced to
	Five (5) years' experience	11	
	Less than five (5) years of experience	0	

			the CV template JRA26 – Please complete the JRA26 in full
COMPANY RESOURCES: TEAM MEMBERS WITH A QUALIFICATION IN COMMUNICATION	At least two (2) team members must have a qualification in Communication at NQF level 7 (Degree level).		Attach certified qualifications, certification not older than 6 months. For foreign qualifications, proof must be submitted of the SAQA certification. Please note that the CV should be clearly cross-referenced to the CV template JRA27 – Please complete JRA27 in full
	More than two (2) team members with a qualification in Communication at NQF level 7	5	
	Two (2) team members with a qualification in Communication at NQF level 7	4	
	Less than two (2) team members with a qualification in Communication at NQF level 7	0	
COMPANY RESOURCES: TEAM MEMBERS WITH BID RELATED EXPERIENCE	A bidder must submit Comprehensive CVs (inclusive of qualifications, expertise and experience) of five (5) team members who are going to be utilized on the project. A minimum of 3 years' experience in related Change Management projects to be clearly highlighted in the CVs. Submitted CVs should all be related to the bid, clearly cross referenced to the CV template (JRA27) and attached as specified		Comprehensive CVs (inclusive of qualifications, expertise and experience) of the nominated team members who are going to be utilized on the project must be submitted Please note that the CV should be clearly cross-referenced to the CV template JRA27 – Please complete JRA27 in full
	More than five (5) team members with a minimum of three (3) years bid related experience	15	
	Five (5) team members with a minimum of three (3) years bid related experience	11	
	Less than five (5) experienced team members available	0	
APPROACH			
PROJECT PROPOSAL & PROJECT PLAN	Bidders must submit a project proposal & comprehensive project plan which should reflect the following, but not limited to: - Company Profile; Project Methodologies relating to project deliverables; Project plan reflecting project phases, milestones, timelines & Skills transfer strategies.		Project Proposal as per format provided & Comprehensive Project Plan & Skills transfer strategy
	100% of JRA's Requirements are met	35	

	From 80% but less than 100% of JRA's Requirements are met	28	
	From 70% but less than 80% of JRA's requirements are met	25	
	Less than 70% of JRA's Requirements are met	0	
TOTAL		100	

The Bid documents will be available for download from the JRA website (www.jra.org.za/procurement/tenders) starting from the 07 May 2021 and there is no Compulsory or Optional tender briefing session scheduled.

Bid Closing date: 08 June 2021@11:00am. Tender box is at no **75 Helen Joseph street, Cnr Harrison street Johannesburg CBD. Ground Floor.**

The bids will be evaluated as per provisions of the following: (MFMA Municipal Finance Management Act 56 of 2003), Municipal Supply Chain Management Regulations, PPPFA (Preferential Procurement Policy Framework Act, 2000: Preferential procurement regulations 2017 as amended), and the JRA SCM policy.

Bid validity 120 days from the bid closing date: 08 June 2021@11:00am.

Request clarification of the tender documents, if necessary, by notifying the employer at least seven (07) calendar days before with regard to all the bids as advertised. Questions or queries must be submitted to the JRA representative at least seven (07) calendar days before the stipulated closing date and time of the tender in writing to: tenderenquiries@jra.org.za. However, JRA shall not be liable nor assume liability for failure to respond to any questions and / or queries raised by the Tenderer.

The attention of bidders is specifically drawn to the provisions of the Conditions of Contract, which are included in the Documents. All bids as advertised will remain valid for 120 days from bid closing date.

*Approval
29/04/2021
Leon Monageng
Ollmann*