



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR SECURITY GUARDING SERVICES

ADVERT DATE: 14 March 2024

COMPULSORY BRIEFING DATE: 20 March 2024

TIME: 10H00 – 11H00

Venue: The Auditorium at the premises of Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), the Bus Factory, Newtown, Johannesburg.

CLOSING DATE: 17 April 2024

CLOSING TIME: 12H00

BID DESCRIPTION: RFP - APPOINTMENT OF A PANEL FOR RENDERING OF SECURITY GUARDING SERVICES FOR THE JOHANNESBURG DEVELOPMENT AGENCY, ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTHS

BID NUMBER: JDADFP/SECURITY/PANEL

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory, Newtown, Johannesburg, 2000

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

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

¹ * MSCM Regulations: "in the service of the state" means to be –

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

ANY QUERIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement
Tel: 011 688 7800

Contact Person:
Fax: 011 688 7899

Ms. Kgadi Mphela
E-mail: Kmphela@jda.org.za

ANY TECHNICAL QUERIES MAY BE DIRECTED TO:

Department: Developments Planning & Facilitation
Tel: 011 688 7800

Contact Person:
Fax: 011 688 7899

Ms. Mmatsie Mashao
E-mail: Mmashao@jda.org.za

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

March 2024

RFP - APPOINTMENT OF A PANEL FOR RENDERING OF SECURITY GUARDING SERVICES FOR THE JOHANNESBURG DEVELOPMENT AGENCY, ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTHS

OFFER PAGE

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

NAME OF BIDDER

BID DESCRIPTION

.....

BID NUMBER

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS

COMPANY REGISTRATION NUMBER

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER

VAT REGISTRATION NUMBER

TAX VERIFICATION PIN NUMBER

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

SUPPLIERS DATABASE REGISTRATION

National Treasury launched the National Central Supplier Database (NCSD) with effect from 1 September 2015.

This will enable prospective suppliers to register their companies on the following website www.csd.gov.za

Transitional Period (1 September 2015 to 30 June 2016)

1. During the transitional period suppliers are requested to register on the website where all their essential information such as Tax Clearance Certificates, VAT, Company Registration Numbers and CIPC business status will be verified.
2. When conducting business with the JDA, you will be requested to provide us with the following:
 - Supplier Number and;
 - Supplier Registration Security Code so we can print your real-time information;
 - Banking details with bank Stamp and;
 - Certified BBBEE Certificate.

Once a supplier has registered on NCSD, it will no longer be a requirement to provide the JDA with an Original Tax Clearance Certificate or any other registration documents.

After Transitional Period 1 July 2016

Effective 1 July 2016, the JDA will only award business to suppliers who are registered on NCSD and suppliers will no longer be required to provide information as stipulated above.

For more information on registration, please:

Ms. Kgadi Mphela (Kmpela@jda.org.za)

To all Stake Holders

RE: The channels of reporting fraudulent and Corrupt Activities

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

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

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

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

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

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

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

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



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

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

JOHANNESBURG DEVELOPMENT AGENCY

RFP - APPOINTMENT OF A PANEL FOR RENDERING OF SECURITY GUARDING SERVICES FOR THE JOHANNESBURG DEVELOPMENT AGENCY, ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTH

ADVERT DATE: **14 March 2024**

COMPULSORY BRIEFING DATE: **20 March 2024**

TIME: **10H00 – 11H00**

Venue: The Auditorium at the premises of Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), the Bus Factory, Newtown, Johannesburg.

CLOSING DATE: **17 April 2024**

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BID NUMBER: **JDADFP/SECURITY/PANEL**

MARCH 2024

TABLE OF CONTENTS

	Page No.
COPY OF ADVERT	
1. INTRODUCTION	8
2. PROJECT INFORMATION	8
2.1. Background and general scope of services	8-9
2.2. Scope of services	9-10
2.3 Access / egress control	10
2.4 Visitors/ Security Company	10-11
2.5 Patrol and other duties of Security Officer / Supervisors	11-12
2.6 Main Building / Special Project Deployment	12-13
2.7 Ad-hoc Services	13
2.8 General Requirements of Service Provider	13
3. NOTES	13-14
4. PROPOSAL CONTENT	13-14
5. ASSESSMENT CRITERIA	16
7.1 Compliance	
7.2 Technical	
7.3 Risk Tolerance	19
CLOSING DATE, TIME, AND VENUE FOR SUBMISSIONS	19-20
ANNEXURES	
A : Business Declaration	
B : Declaration of Interest	
C : Declaration of Past SCM Practices	
D : Company Experience	
E : Schedule of Contract of Similar Nature	
F : Certificate of Independent Bid Determination	
G : Declaration of Municipal Accounts	
H : Schedule of Completed Projects	
Form B17 – POPI Act	

COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFP - APPOINTMENT OF PANEL FOR RENDERING SECURITY GUARDING SERVICES FOR THE JOHANNESBURG DEVELOPMENT AGENCY, ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTHS

BID NUMBER: JDA/ASEC-PANEL/03/2024

The JDA is requesting proposals from experienced companies and joint ventures to render professional security guarding services for the Johannesburg Development Agency, on an as and when required basis for a period of 36 months.

Documents may be downloaded from the JDA's website as follows: www.jda.org.za as well as on www.etenders.gov.za from **14 March 2024**. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

Queries relating to the issue of these documents and procurement related issues may be addressed to Ms. Kgadi Mphela at (011) 688 7800; fax (011) 688 7899; or **e-mail: Kmphela@jda.org.za**

Technical queries or queries relating to the project may be addressed to Ms Mmatsie Mashao at (011) 688 7800; fax (011) 688 7899; or **e-mail: Mmashao@jda.org.za**

A **compulsory Briefing/ Clarification Meeting** with representatives of the Employer will take place at the Auditorium of the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown on the **20th of March 2024 from 10H00 – 11H00**.

Tender closing date and time is the **17 April 2024** at 12H00pm.

Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted.

Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any particular tender and correspondence will be entered into with successful tenderer.

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

1. INTRODUCTION

The JDA is requesting proposals from experienced security companies and joint ventures to render professional services to submit proposals for security guarding services at newly constructed buildings or special projects for on a as and when basis for a period of 36 months. The security companies are required to protect the infrastructure assets and its contents against theft and vandalism.

2. PROJECT INFORMATION

The JDA is the implementing agent of choice for the City of Johannesburg's departments, implementing various capital projects. Therefore, the security company is required to provide guarding services to the forementioned buildings and special projects.

The projects range from, but not limited to.

- Public environment upgrades (inclusive of non-motorised transport)
- Libraries
- Multi-purpose centres
- Public transport facilities
- Clinics
- Fire stations
- Other building types not specifically mentioned.

2.1. BACKGROUND AND GENERAL SCOPE OF SERVICE

The requirement is for security companies to provide the necessary support to the JDA when required to secure the newly built infrastructure. All experienced, qualified and PSIRA registered companies who provide security guarding services are invited to bid. The assignment should be undertaken according to the stipulations that will be outlined below as well as in the bid proposal document:

- The bidder must submit certified proof of current registration with the Private Security Industry Regulatory Authority (PSIRA).
- Proof of PSIRA registration of company directors and personnel which will be deployed at JDA sites and confirm and prove the validity of all guards PSIRA registration comply with Labour Laws, Home Affairs Act, and other relevant laws of South Africa.
- The service provider will be required to conduct active patrols for the duration of the appointment, which will involve both normal office hours and after hours (day and night shifts) including on public holidays, therefore 24/7 physical guarding services are required at the various sites. Post time from 06H00 -18h00 or 18h00-06h00.
- Security Officers may not work for a period exceeding 12 hours per shift.

March 2024

8

- Posting of security guards and arming of guards would be as per site specification.
- The assignment involves monitoring services of the premises and its buildings.
- Protecting the infrastructure and assets thereof against vandalism, theft, and unauthorized intrusions by preventing of invasion of the infrastructure sites that has been developed.
- The service provider from time to time will be asked to provide security training and security risk assessments on any of JDA buildings or identified sites as and when required.
- The JDA may request for installation of security systems: JDA may require ad-hoc security services for provision and installation of CCTV Surveillance system, Biometric system, Security PPE, Electronic Visitor/Security Company's Management system, Guard Track and Panic Buttons
- The services should be cost effective as well as of the high-quality standard. It is expected that the service provider implements best practices in all aspects of the service delivery and that all of security personnel are adequately trained to fulfil their functions.
- The service provider is required to provide personal protective equipment (PPE) for its security personnel on site consistently according to the Health and Occupation standards, on a regular basis.
- All Security Officers posted are to receive on-the-job training prior to posting and at least an annual training. Records thereof to be accessible as and when required by the JDA Project Manager.

It will be considered as a breach of contract should it be discovered that any services within the scope of this tender is carried out by an unqualified person as required in the above.

2.2 SCOPE OF WORK

2.2.1 SECURITY PERSONNEL UNIFORM AND EQUIPMENT'S

All deployed security officers must be dressed in the full company or uniform, which shall consist of at least the following attire:

- 1) Shirt, trouser, belt, cap (head gear) Socks, shoes / boots, Adequate clothing for protection against adverse weather elements.
- 2) All security officers must be clearly identifiable by means of the company name tags.
- 3) Under no circumstances may part/s of private clothing be worn over uniforms. If worn under the uniform it may not be visible.
- 4) The company is furthermore responsible for any other safety / security equipment necessary for the proper execution of its security officer's tasks. This includes adequate temporary shelter and ablution facilities where ad

March 2024

9

hoc services are rendered in an environment where these do not exist.

- 5) An identity document issued by PSIRA. Should such ID not be available for whatever reason then a company ID signed by the company representative, indicating the grade according to the individual's training certificate, initials and surname, staff / company number must be always on the security officer.
- 6) A ballpoint pen – both red and black (no pencil allowed) for Occurrence entry purposes.
- 7) Torch, Handcuffs, Batons, Occurrence Book, Visitor/Security Company Register and Non-lethal restraining devices (Pepper spray).

2.3 ACCESS / EGRESS CONTROL

- 2.3.1. Ensure that access gates and booms are always closed, and security to open and close when Security Company , JDA employees entering and exiting the site.
- 2.3.2. Ensure all who requires access to the site provide evidence of meeting calendar / appointment to be on site and a valid ID document.
- 2.3.3. All trucks and any other vehicles are to be recorded in the delivery's logbook.
- 2.3.4. Ensure that all private property brought into the building are declared in the appropriate register with an asset number.
- 2.3.5. All assets removed from the premises are accompanied by appropriate assets removal permit.
- 2.3.6. Ensure that all private firearms are registered and locked in appropriate firearm safe facility.
- 2.3.7. Administer access control by ensuring that all aspects of access control are complied with.
- 2.3.8. Ensure that drivers switch their vehicles off/on when exiting the premises.
- 2.3.9. Security must inspect inside the boot of all vehicles entering and exiting the premises.

2.4. VISITOR/SECURITY COMPANYS

- 2.4.1. All Visitor/Security Company's stop in front of gate/boom/reception to communicate with security officer at the entrance.
- 2.4.2. Security officer will gather the details of the Visitor/Security Company and contact JDA Project Manager to confirm visitation via internal phone.
- 2.4.3. The person visited must confirm the visit and the identity of the Visitor/Security Company. Thereafter the security officer will open the gate/boom.

- 2.4.4. Visitor/Security Company / will be pulled into controlled area and security officer will complete Visitor/Security Company register.
- 2.4.5. All Visitor/Security Company s are registered in the Visitors register and that they leave some form of identification on their way in, and same to be collected on their way out.
- 2.4.6. Security officer will give the Visitor/Security Company directions and designated parking area.
- 2.4.7. Ensure that all Visitor/Security Company s are fetched from reception/access control point and escorted throughout the building by the host. All Visitor/Security Company s are announced to the JDA Project Manager
- 2.4.8. A record of the visit is generated and kept, it should include particulars of the Visitor/Security Company and the project manager, Visitor/Security Company address and the reason for the visit must be registered.
- 2.4.9. Prior arrangement should be made for all contract work to be done at a project/ building. The relevant project/building where contract work has been requested should appoint a member from that main Security Company to provide escort for the duration of the service.

2.5 PATROLS AND OTHER DUTIES OF SECURITY OFFICER AND SUPERVISORS

- 2.5.1. Conduct inspections inside and outside the building and record all security breaches and irregularities discovered through the occurrence book.
- 2.5.2. Remove all vulnerable assets abandoned in risky areas and safely keep them in safe custody.
- 2.5.3. Check building perimeter and electronic security systems deployed around the building on commencement of and termination of each security officers shift and report to supervisors.
- 2.5.4. Conduct vehicular searches where appropriate and necessary.
- 2.5.5 Report any damage to the building / projects to the JDA Project Manager.
- 2.5.6. Must be on-call availability for security management of incidents occurring throughout the 24hrs cycle.
- 2.5.7. Be aware of any security environment breach on the building / project responsible for and advise the JDA of any adverse situation.
- 2.5.8. Advise the JDA Project Manager of any significant deterioration of the security environment and in consultation with the JDA Project Manager recommend actions to minimize risk.
- 2.5.9. Maintain liaison with local crime prevention, South African Police services, local stakeholders, and other security companies in the area.
- 2.5.10. Immediately notify the JDA Project Manager of all known major incidents, physical violence or assaults and Co-ordinate site security in line with the requirements of the JDA. In accordance with direction provided to secure the

building or special projects. i.e vagrants along fence / perimeter of the building which threaten the integrity and effectiveness of the perimeter fence or wall.

- 2.5.11 Supervisors is to compile monthly reports of incidents that take place on the premises and conduct monthly meetings and ad-hoc meetings should a need arise.
- 2.5.12. Site perimeter to be inspected at least once daily.
- 2.5.13. Security Officers to constantly patrol the premises , especially after normal business hours.
- 2.5.14. Security Officer to check whether vehicle i.e contraction machinery / vehicles are properly secured and locked. Register and vehicle / machinery threat.
- 2.5.15. All shift supervisors to visit at least twice per shift (12hr shift).
- 2.5.16. Such visits to be recorded in RED in the occurrence book.
- 2.5.17. JDA Project Manager will be conducting random site inspections checking all on SLA compliance.

2.6 MAIN BUILDINGS / SPECIAL PROJECTS DEPLOYMENT PLAN

The deployment plan will be outlined by the JDA Project Manager to meet the safety objectives of the infrastructure or special projects . Grade C or D security guards and Grade B are required for the site's supervisors (Armed & unarmed). Site Supervisor must Patrol the entire building at regular intervals during each shift as noted in **2.6.15 and 2.6.16**. Size of the site will be used to determine the number of security personal required.

- 2.7.1 Security Officers are undertaking constant patrol, especially after normal business hours.
- 2.7.2. Security Officers are to secure all vehicle/machinery doors and windows.
- 2.7.3. No Keys will be provided to the Security officers or Supervisors therefore the main contractor employee must ensure all doors are closed on premises.

In case the building / special project site is on fire the following precautions must be followed :

- Extinguish the fire or immediately activate or sound the alarm.
- Inform the security control room immediately, the reported must include the exact location, what is on fire and effect thereof.
- The site manager/supervisor must inform the Fire Brigade immediately and proceed to extinguish the fire until the emergency services arrive.
- As soon as the Fire Brigade arrived, Security Officers must lock and safeguard all entrances and exits.

2.7 AD-HOC SERVICES

The JDA may seek ad-hoc security services to conduct security assessments, such as vulnerability assessments or systems testing, to evaluate the strength of the systems, networks, or applications.

Furthermore, the JDA may require ad-hoc security services for the provision and installation of CCTV Surveillance system, Biometric system, Security PPE, Electronic Visitors Management system, Guard monitoring system and Panic Buttons.

2.8 GENERAL REQUIREMENTS OF THE SERVICE PROVIDER

- The service provider must have a 24-hour dedicated control room in the Gauteng Area when submitting the tender. Proof of address must be submitted with the tender documents (**ICASA operating license**).
- The control room must have a Telecommunication device, Two-way base radio set and an emergency back-up service.
- The control room must have strict access control and it must be according to PSIRA standards.
- JDA Management have the right to visit all prospective service providers to confirm on all the general and mandatory requirements.
- Once appointed the security company must provide JDA Project Manager with an operational plan / contingency plan if employees go on strike within 3 weeks.

3. NOTES

Appointments will be dependent on satisfactory performance and budget availability. An addendum will be issued at the commencement of the new financial year to confirm continued appointment.

3.1.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.

3.1.2 Tenderers are required to take cognisance of the role of the other professionals and work coherently with them where required.

3.1.3 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.

3.1.4 Successful tenderers will be required to sign the JDA's Standard Form of Agreement.

3.1.5 Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, COJ, and stakeholders; (b) design, progress / site meetings and inspections; and (c) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.

March 2024

13

3.1.6 Tenderers must also note that revisions to reports and / or designs may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal.

3.1.7 Tenders must take note that the discount percentage applied at tender stage will be applied for the duration of the project whether the project value increases or decreases.

3.1.8 Grade Prices must be in accordance with the PSIRA rates OR standard rates schedule sheet approved by the JDA Finance department.

3.1.9 The bidder agrees to accepting the standard rates set by the JDA on allocation bidder must submit a letter of confirmation to this condition.

3.1.10 If the items are not listed on the standard price list there will be a competitive process of procurement.

3.1.11 The tender is issued out in line with the Popi Act

3.1.12 The appointed bidder/s will be sourced on a rotational basis and then for pricing, the price and specific goals will be evaluated in terms of the PPR of 2022.

3.1.13 The appointed bidder/s are expected to submit their proposals and late quote inline with the PSIRA general notice annual fee increase and all related; relevant and applicable PSIRA standards.

4. PROPOSAL CONTENT

The bidder's submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must clearly indicate the **relevant** previous experience, capability, and capacity of the bidding entity to undertake the project. The proposal should **use the same item numbers as below**.

The following minimum documentation must be provided:

4.1 A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

An EME must submit an affidavit confirming the following:

- **Annual turnover revenue of R10 million or less; and**
- **Level of black ownership**

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended.

4.2 Company registration documents and a copy of a valid tax compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.

4.3 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R2m is required for this project.

4.4 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.

4.5 Audited financial statements for the past three years.

4.6 Details of directors / partners / members and shareholders with certified copies of their identity documents.

4.7 The forms A to F annexed, must be scrutinized, completed in full and signed.

4.8 Complete in full all information required on Annexure E : Organogram

Provide information on the key personnel required per the organogram who will be assigned to this project.

The following supporting documentation **must** be provided :

- detailed CVs for each resource indicated on Annexure E.
CV's must note the resources' specific relevant project experience [i.e. **project description, role played and responsibilities, project value, start and end dates**]. **The number of years of experience in the required role similar nature and scale (security guarding services) to this appointment**
- Relevant qualifications and attach certified proof hereof.
- individual memberships to the stipulated professional associations and attach proof hereof.

4.9 Complete in full all information required on Annexure F: Schedule of Completed Contracts

ONLY list a **maximum of 5 projects** completed by the bidding entity in the past 5 years of a similar nature and scale to this project.

The following supporting documentation **must** be provided:

- Contactable references: References must be for COMPLETED projects only. References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document **must** confirm the name of the project / description of the project, a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. multi-disciplinary*), the value of the works, the date when the project was completed (*must be between 2019 and 2023*) and it must rate the service rendered (*e.g. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project*).

4.10 Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

4.11.1 Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultants on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.

4.11.2 Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure F will be considered as previous experience and only reference letters related to the projects listed on Annexure G will be considered as supporting documentation.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 4.1 and 4.2 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 4.3 TO 4.11 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures.

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant.
- **Only the lead consultant is to submit the requisite documents and / or information as requested in items 4.2 to 4.9.**
- **Item 4.11 MUST be addressed by each member of the consortium / joint venture.**
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

Failure to comply with these conditions may invalidate your bid.

5. ASSESSMENT CRITERIA

Submissions (responses to item 6 above) will be evaluated on the following criteria:

- Compliance
- Technical
- Risk Tolerance

5.1 Compliance

Bidders will be disqualified in the following instances :

- Failure to provide valid PSIRA certificate for the company.
- Failure to provide valid radio communication license issued by ICASA in the name of the bidder for the radios will be disqualified. **NO LEASED ICASA LICENSES WILL BE ACCEPTED**

March 2024

16

- If any of its directors are listed on the register of defaulters.
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
- Bidders who did not complete, in full, the tender offer page (i.e. all registration numbers provided and signed).
- Bidders whose tender document has been completed in pencil.
- Bidders whose document has been faxed.
- Bidders whose tender document has been received after the closing time.
- Bidders whose tender document has not been deposited in the tender box at the time of closing.
- Bidders who fail to price as required i.e. as stipulated in item 4 herein.
- Bidders who did not comply with any other requirement as set out in the tender specifications.
- Bidders who failed to attend the compulsory tender briefing session.
- Bidders who have any directors in the employment of the state.
- Bidders whose company directors are owing municipal rates and taxes more than 90 days.
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS).
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD).

Tenderers will have to adhere to the compliance items above to be considered further in the evaluation process.

5.2 Technical

The technical assessment is based on the criteria set out below namely:

- (i) key returnable documents,
- (ii) Capability of the proposed key team members (i.e. experience, qualifications, and memberships to professional associations and
- (iii) The experience of the company (i.e. provision of security guard services per Item 4.11 above).

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation to be considered further in the evaluation process.

Total points 100, Minimum points required 70 which is 70% for bidders to be considered for the panel.

Variables	Total Points	Criteria	Description of criteria	Points	Points
(i) KEY RETURNABLE DOCUMENTS per item 4 herein	N/A	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required/ stipulated in item 4 herein. Points will not be allocated for making reference to attached	N/A	Y / N
		Company registration documents		N/A	Y / N
		CTS letter from SARS		N/A	Y / N
		Valid Professional Indemnity Insurance R2m		N/A	Y / N
		Current municipal rates account / affidavit		N/A	Y / N
		3 Years audited financial statements		N/A	Y / N
		Certified copies of identity documents		N/A	Y / N
		Annexure A – H completed in full and signed		N/A	Y / N
Variables	Total Points	Criteria	Description of criteria	Points	

2. Company experience in the provision of physical security guarding services of buildings/facilities for an uninterrupted 36 months or more contract period.	50	Company experience and Reference Letters		
		Five and above reference letters (attach certified copy). References must correspond with the appointment letters.	Points will only be allocated for physical security guarding services of Public infrastructures o/ Public facilities /or open spaces	50
		Three- four reference letters (attach certified copy). References must correspond with the appointment letters.		30
		One – two reference letters (attach certified copy). References must correspond with the appointment letters.		10
Variables	Total Points	RESOURCES		Points
3. Resources- Equipment, Vehicles The bidder must demonstrate that they have vehicles, valid driver's license, and radio equipment.	30	Valid radio system with ICASA license	Proof of radio system (Picture of system and ownership certificates of the type of radio) with points Valid ICASA license.	10
		Valid Road worthy certificate	NAIS document in the company name, JDA reserves the right to call for an inspection in to verify with the local traffic department	10
		Valid code C1 driver's license for each vehicle and for each valid driver's license	Vehicles must be registered in company name. Provide current motor vehicle NaTIS documents for each vehicle and each vehicle must provide a copy of a valid code C1 driver's license for each vehicle.	10
Variables	Total Points	QUALIFICATIONS, CERTIFICATES AND CV		Points
4. Demonstrate that all guards have Grade C or HIGHER security grading with a CV, certified ID Copy & PSIRA certificate.	10	Ten (10) Security Officers have Grade C and 5 Grade B and HIGHER security officers with a CV, certified ID Copy & PSIRA certificate	To achieve points Bidder must attach CV of security personnel, Certified copies of ID document & PSIRA certificates. No points will be allocated if not attached.	10
		Two (2) Security Officers have Grade C and 1 Grade B or HIGHER security grading with a CV, certified ID Copy & PSIRA certificate.		6
		Three (3) Security guards have Grade C and 2 Grade B HIGHER security grading with a CV, certified ID Copy & PSIRA certificate.		3
Variables	Total Points			Points
5. Demonstrate Compliance with the Firearm Control Act by providing the following	10	Valid firearm competency certificates for business purposes	Failure to submit all the information required will result in no points being allocated.	10
		SAPS firearms competency certificate		6

	Firearm police clearance certificate	3
	Firearm register & Copy of license	3
Total Points	100	

5.3 Price and Specific goals

- Bids will then be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate an 80/20 preference point system is applicable and will be calculated with a rand value up to R50 million (all applicable taxes included).
- A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EME's and QSE's who are required to submit sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of oath.
- As bids are only invited for requirements with a rand value up to R50 000 000.00, the 80/20 system shall be applicable and will be calculated as follows:

ITEM	COMPONENT	POINTS
1.	Price:	80
2.	Preferential points: Specific goals	20
TOTAL:		100

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence

Business owned by 51% or more - Black People	5		<ul style="list-style-type: none"> · B-BBEE certificate or QSE/EME Affidavit; · Company Registration Certification · Certified Identification Documentation. · CSD report
Business owned by 51% or more — Women	5		<ul style="list-style-type: none"> · Company Registration Certification · Certified Identification Documentation · CSD report
SMME (EME or QSE)	5		<ul style="list-style-type: none"> • BBBEE Certificate / Affidavit • CSD registration
Locality within City of Johannesburg	5		Municipal Account or Proof of Residence sign by local councillor
Total Points	20		Failure to attach evidence will lead to scoring zero points

5.4 Risk Tolerance

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

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

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

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

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

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

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

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

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

6. CLOSING DATE, TIME, AND VENUE FOR SUBMISSIONS

The completed tender document shall be placed in a sealed envelope. The words:

“RFP – APPOINTMENT OF A PANEL FOR RENDERING OF SECURITY GUARDING SERVICES FOR THE JOHANNESBURG DEVELOPMENT AGENCY, ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTH. ”

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (Formerly President Street), Newtown** only between the hours of 08H00 and 12H00.

The Tender closes at 12h00 on 17 April 2024

Envelopes will be stamped on receipt. There will be a public opening of tenders.

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

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any tender and no correspondence will be entered into.

Unsuccessful bidders will have the opportunity to query the award or decision within fourteen (14) calendar days from the day of notification.

The tender offer validity period for this tender is 120 days .

Queries can be addressed in writing to:

Mmatsie Mashao

E-mail: Mmashao@jda.org.za

ANNEXURE A: BUSINESS DECLARATION

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Postal Address :

Physical Address :

Telephone :

Fax :

Contact Person :

Cell Phone Number :

E-Mail Address :

Company/enterprise Income

Tax Reference Number ** :

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

VAT Registration Number :

Company Registration Number:

1. Type of Firm

- Partnership
- One person business/sole trader
- Close corporation
- Public company
- Private company

(Tick One Box)

2. Principal Business Activities

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

3. Total number of years firm has been in business:

4. Detail all trade associations/professional bodies in which you have membership.

.....

5. Did the firm exist under a previous name?

Yes

No

(Tick one box)

If yes, what was its previous name?.....

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

Full Time:

Part Time:

7. What is the enterprise's latest annual turnover (excl. VAT): R.....

8. List the personnel or firms who provide the following services:

SERVICE	NAME	CONTACT PERSON	TELEPHONE
ACCOUNTING			
LEGAL			
AUDITING			
BANKING			
INSURANCE			

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

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	CONTRACT AMOUNT	EXPECTED COMPLETION (MONTH & YEAR)

SIGNATURE :
NAME IN FULL :
CAPACITY :
DULY AUTHORIZED TO SIGN ON BEHALF OF:
DATE :

BANK DETAILS

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

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

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

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

BANK:

BRANCH:

BRANCH CODE:

ACCOUNT NUMBER:

ACCOUNT HOLDER:

TYPE OF ACCOUNT:

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

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

ANNEXURE B: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name:
 - 3.2 Identity Number:
 - 3.3 Position occupied in the company (director, trustees, shareholder**)
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state* **YES / NO**
If yes, furnish particulars.
.....
.....
 - 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
If yes, furnish particulars.
.....
.....
 - 3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars.

.....
.....

- 3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars.

.....
.....

- 3.12 Are any of the company's directors, trustees, managers, principal shareholders, or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars.

.....
.....

- 3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principal shareholders, or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars.

.....
.....

- 3.14 Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? **YES / NO**

If yes, furnish particulars.

.....
.....

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

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

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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

ANNEXURE E: SCHEDULE OF CONTRACTS OF A SIMILAR NATURE

EMPLOYER	CONTACT DETAILS	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

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

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

.....
 Position

.....
 Name of Bidder

.....
 Date

ANNEXURE F: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

for

“RFP - APPOINTMENT OF A PANEL FOR RENDERING OF SECURITY GUARDING SERVICES FOR THE JOHANNESBURG DEVELOPMENT AGENCY, ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTH”

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

that:

(Name of Bidder)

1. I have read and understand the contents of this Certificate;

agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where the 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, before the date and time of the official bid opening or 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, suspicious bids will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

March 2024

2

ANNEXURE G: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

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

B Bid Information

- i. Name of bidder:
- ii. Registration Number:
- iii. Municipality where business is situated:
- iv. Municipal account number for rates:
- v. Municipal account number for water and electricity:

- vi. Names of all directors, their ID numbers and municipal account numbers.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.

C Documents to be attached.

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

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

.....

Signature

Date

ANNEXURE H: ORGANOGRAM (BIDDER IS REQUIRED TO REPLICATE THIS TABLE FOR RESOURCES)

Key Resource Information	
Resource Information	
Designation:	
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years' Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

Form B17: CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

This section sets out how personal information will be collected, used, and protected by Johannesburg Development Agency hereinafter referred to as “JDA,” as required by the Protection of Personal Information Act. The use of the words “the individual” for the purposes of this document shall be a reference to any individual (bidder) communicating with JDA and/or concluding any agreement, registration, or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration, or application.

1. What is personal information?

The personal information that JDA requires relate to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, personal and work email and contact details.

2. What is the purpose of the collection, use and disclosure (the processing) of personal information?

JDA is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting initiatives to the City of Johannesburg Municipality;
- reporting to National Treasury all contracts awarded;
- obtaining information related to Tax Compliance information from SARS;
- verifying information on the National Treasury database of defaulters;
- evaluating and processing applications for registration on the database;
- compiling statistics and other reports;
- providing personalised communications;
- complying with the law; and/or
- for a purpose that is ancillary to the above and as may be directed by our POPI manual/Policy. Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

3. How will JDA process personal information?

JDA will only collect personal information for the purpose as stated above and for such specific purpose. Information will be collected in the following manner:

- directly from the individual.
- from service providers who provided with services or goods to JDA.

March 2024

5

- from JDA's own records relating to previous supply of services or goods; and/or
- from a relevant public or equivalent entity.

4. To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (transborder flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of JDA's mandate or functions, personal information will be disclosed to that party, but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

5. Consent and Permission to process personal information:

I hereby agree with the policy and provide authorisation to JDA to process the personal information provided for the purpose stated:

- I understand that withholding of or failure to disclose personal information will result in JDA being unable to perform its functions and/or any services or benefits I may require from JDA.
- Where I shared personal information of individuals other than myself with JDA, I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold JDA not responsible in respect of any claims by any other person on whose behalf I have consented, against JDA should they claim that I was not so authorised.
- I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold JDA responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish

March 2024

6

to do so, must provide JDA with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if JDA agrees to same in writing. JDA specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.

- In order to withdraw consent, please contact the JDA Information Officer/SCM
- A copy of the full JDA policy is available.
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify JDA so that our records may be updated. JDA will largely rely on the individual to ensure that personal information is correct and accurate.

The individual has the right to access their personal information that JDA may have in its possession and are entitled to request the identity of which third parties have received and/or processed.

personal information for the purpose. Please note however, that any request in this regard may be declined if:

- the information comes under legal privilege in the course of litigation,
- the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
- giving access may cause a third party to refuse to provide similar information to JDA,
- the information was collected in furtherance of an investigation or legal dispute, instituted, or being contemplated,
- the information as it is disclosed may result in the disclosure of another person's information,
- the information contains an opinion about another person and that person has not consented, and/or
- the disclosure is prohibited by law.

7. Queries relating to breach of personal information:

- Please submit queries relating to the breach of personal information to the JDA's information officer and SCM in writing as soon as the breach is discovered.

Bidder Signature:	Date:
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