



City of Johannesburg
Johannesburg Development Agency

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INVITATION TO BID

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

ADVERT DATE: 08 MAY 2024

CLOSING DATE: 15 May 2024

CLOSING TIME: 12H00

BID DESCRIPTION: RFQ-SAP MIGRATION AUDIT REVIEW

BID NUMBER: JDA_SAPMIGRATION_2024

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

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

Bidders should ensure that 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 ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement **Contact Person:** Mr. Siyambonga Gcobo
Tel: 011 688 7811 **Fax:** 011 688 7899 **E-mail:** sgcobo@jda.org.za

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Internal Audit **Contact Person:** Mr Mzwakhe Mokoena
Tel: 011 688 7881 **Fax:** 011 688 7899 **E-mail:** mmokoena@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

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

TOTAL BID PRICE R..... **INCLUDING VALUE ADDED TAX**

TOTAL BID PRICE in words

.....

.....

..... **INCLUDING VALUE ADDED TAX**

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

FAILURE TO COMPLETE THE OFFER PAGE IN FULL WILL RESULT TO SUCH A BIDDER BEING DISQUALIFIED.

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 registration information, please:

Ms. Kgadi Mphela on 011 688 7813

Mr. Siyambonga Gcobo on 011 688 7811

To all Stake Holders

RE: The channels of reporting fraudulent and Corrupt Activities

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

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

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

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

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

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

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

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

RFQ-SAP MIGRATION AUDIT REVIEW

ADVERT DATE: 08 MAY 2024

CLOSING DATE: 15 MAY 2024

CLOSING TIME: 12H00

BID NUMBER: JDA_SAPMIGRATION_2024

MAY 2024

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COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: SAP MIGRATION AUDIT REVIEW

BID NUMBER: JDA/xxxxx

The Johannesburg Development Agency invites credible and experienced companies and or Joint ventures that are eligible to submit RFQ provided that they meet the criteria stated in the tender data for conducting a

Queries relating to the issue of these documents and procurement may be addressed to Mr. Siyambonga Gcobo at Tel: (011) 688 7811; fax (011) 688 7899; or e-mail: sgcobo@jda.org.za

Technical queries or queries relating to the project may be addressed to Mr. Mzwakhe Mokoena at (011) 688 7881; fax: (011) 688 7899; or e-mail to: mmokoena@jda.org.za

Documents may be downloaded from the JDA website: www.jda.org.za and e-Tender portal: www.etenders.gov.za on **08 May 2024**. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

The closing date and time for receipt of RFQ is 12h00 on the 15 May 2024

Telegraphic, telephonic, telex, facsimile, e-mailed 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 physical address for the delivery of tender documents is Johannesburg Development Agency, Ground Floor Reception Area, The Bus Factory, 3 Helen Joseph Street (formerly President Street), Newtown 2000.

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 Johannesburg Development Agency (JDA) hereby requests experienced and reputable companies to submit quotations on conducting an audit review of the SAP migration data located at No 3 Hellen Joseph Street, The Bus Factory, Newtown.

1.1 Background

The Johannesburg Development Agency (JDA) is a leading municipal entity tasked with driving strategic urban development initiatives within the City of Johannesburg. Committed to excellence and transparency, the JDA seeks to ensure the integrity and efficiency of its operations through rigorous audit processes. The JDA recently completed a significant migration of its data to the SAP system, a pivotal step towards enhancing operational efficiency and data management capabilities. In line with best practices and industry standards, the JDA now seeks the expertise of experienced and reputable companies to conduct an audit review of the SAP migration process.

The primary objective of the audit review is to assess the effectiveness, accuracy, and completeness of the SAP migration process undertaken by the JDA in 2024. Specific objectives include:

- a. Evaluate the adequacy of planning and preparation activities leading up to the SAP migration.
- b. Review the execution of the migration process, including data extraction, transformation, and loading (ETL) procedures.
- c. Assess the accuracy and integrity of data transferred to the SAP system, ensuring alignment with organizational requirements and standards.
- d. Identify any discrepancies, errors, or gaps encountered during the migration process and recommend corrective actions.
- e. Validate the post-migration data reconciliation efforts to ensure data consistency and reliability within the SAP environment.

2. SCOPE OF WORK AND DELIVERABLES

The audit review will encompass the following key areas:

1. Data migration planning and strategy:
 - Assessment of migration objectives, scope, and timeline.
 - Review of migration planning documentation, including risk assessments and mitigation strategies.
2. Data extraction and transformation:
 - Evaluation of data extraction methodologies and tools employed.
 - Examination of data transformation processes to ensure compatibility with SAP requirements.
3. Data loading and validation:
 - Verification of data loading procedures and controls implemented to maintain data integrity.
 - Validation of migrated data against source systems to identify discrepancies or data loss.
4. Post-migration reconciliation:
 - Review of reconciliation procedures to ensure consistency between source and target data.
 - Assessment of data quality assurance measures implemented post-migration.

Deliverables: The selected company will be required to deliver the following key deliverables:

1. Audit report:
 - Comprehensive report detailing findings, observations, and recommendations arising from the audit review.
 - Clear and actionable recommendations for addressing identified issues and enhancing future migration processes.
2. Presentation of findings:

- Presentation of audit findings to the JDA management team, highlighting key observations and recommendations.

3. DURATION

- The audit review is expected to commence promptly following the selection of the successful bidder and is anticipated to be completed within a month.

4. APPOINTMENT

The services are required to be started and completed within thirty (30) days duration from the day of appointment.

The services required are outlined in item 2 above. This is followed by item 4.1 below which applicants are required to take note of.

5. Notes

- 5.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 5.2 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.
- 5.3 Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices.
- 5.4. No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 5.5 No tender will be awarded to a bidder who is not registered on CSD.
- 5.6 The tender is issued out in line with the Popi Act
- 5.7 The tender will be evaluated in terms of the PPR of 2022.

6. PRICING

Table below serves as a guide to pricing required from each bidder as follows.

- 6.1.1 Fees must include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 6.1.2 **Tenderers must ensure that the final TOTAL FEE INCLUSIVE OF VAT is correctly carried to the "offer" page. The value recorded on the offer page will be regarded as the tendered amount to render services. Failing to price as required will result in the tender being disqualified.**
- 6.1.3 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement.

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

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

6.2 PRICING TABLE

Table 1.

<p>The audit's scope and complexity: The pricing should reflect the scope and complexity of the audit review, taking into account factors such as the volume and complexity of data migrated to the SAP system, the number of integrated systems, and the intricacy of data transformation and reconciliation processes.</p> <p>Expertise and experience: Pricing should reflect the level of expertise and experience required to conduct the audit review effectively. The qualifications, certifications, and track record of the audit team members in conducting similar audits and working with SAP systems should be considered.</p> <p>Resources and effort: Pricing should take into account the resources and effort required to complete the audit review, including the number of audit hours, the involvement of senior audit professionals, and any specialised tools or software required for data analysis and validation.</p> <p>Travel and on-site work: If on-site visits or travel are necessary to access data or conduct interviews with key stakeholders, pricing should include provisions for travel expenses, accommodation, and any additional costs associated with on-site work.</p> <p>Reporting and deliverables: The pricing should cover the preparation of comprehensive audit reports, including detailed findings, observations, and recommendations. Consideration should also be given to the preparation of presentations for the JDA management team and any additional deliverables required by the JDA.</p> <p>Contingency and risk: Pricing should include provisions for managing potential contingencies and risks that may arise during the audit review process. This could include allowances for additional audit hours or resources required to address unexpected issues or challenges encountered during the audit.</p> <p>Regulatory and compliance requirements: If the audit review needs to adhere to specific regulatory or compliance standards, pricing should reflect the additional effort and expertise required to ensure compliance with these requirements.</p> <p>Competitive market rates: Pricing should be competitive and reflective of market rates for similar audit services. Consideration should be given to benchmarking against industry standards and obtaining competitive quotes from other reputable audit firms to ensure fair pricing.</p>		
Basis	Terms of Reference	Price (inclusive of vat)
1. Base 1	Scope of work	R
2. Base 2	Expertise and experience	R
Total Price Inclusive of VAT		R

7 ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical Competence
- Price and Specific Goals
- Risk tolerance
- Experience

7.1 Compliance

Bidders will be disqualified for:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose document has been completed in pencil;
- Bidders whose document has been faxed or e-mailed;
- Bidders whose document has been received after the closing time;
- Bidders whose 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 6 herein;
- Bidders who did not comply with any other requirement as set out in the RFQ specifications;
- Bidders who failed to attend the compulsory RFQ briefing session;
- Bidders who have any directors in the employment of the state.
- Bidders who are not registered with the National Central Supplier Database.
- Bidders whose company directors owe the municipality rates and taxes over 90 days.
- Bidders whose company tax matters are not in order with SARS.

The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities.

7.2 Technical Competence

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

- (A) Key returnable documents,
- (B) Key Personnel experience and track record of the Project Team,
- (C) Company experience on completed similar projects by the company,
- (D) Contactable reference letters in the client's letter head as proof on what is mentioned on item no above for experience of the company.

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

The technical assessment is based on the criteria set-out below, failure to attach or submit the said documents will result in your submission being set aside.

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

- key returnable documents (As stated above)
- key personnel as described above in item 2
- Certifications, proof of membership and of certification, approach, and methodology)
- The experience of the company (i.e. Relevant Migration audit in similar type of institutions) and
- Five contactable references (i.e. Migration audit and relevant industry).

Total points 120, Minimum points required 84 which is 70%.

Variables	Total Points	Criteria	Description of criteria	Max Points
KEY RETURNABLE DOCUMENTS per item 6.3 to 6.19 herein	0 Points	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 7.3 to 7.19 herein	N/A
		Company registration documents		N/A
		CTS letter from SARS		N/A
		Valid Professional Indemnity Insurance R2m		N/A
		Current municipal rates account / affidavit		N/A
		3 Years audited financial statements		N/A
		Certified copies of identity documents		N/A
		Annexure A - G(in full and signed)		N/A
Variables	Total Points	Criteria	Description of criteria	Points
CAPABILITY OF PROPOSED TEAM per item 6 and Annexure G	20	TEAM COMPOSITION		
		Minimum five (5) years and more of experience in years or more in Organisational IT audit and relevant SAP migration data review in similar entities. CISA, CRISC, CISM, CGEIT and any other relevant IT qualifications of the team	CV's must show projects, values, roles played and period. Proof of qualification must be provided to obtain the points	20
Variables	Total Points	Criteria	Description of criteria	Points
COMPANY EXPERIENCE per item 6 and Annexure H	100	COMPANY SCHEDULE OF COMPLETED PROJECTS		
		Five and more similar projects completed in the past five years	Points will only be allocated for having rendered the required services on organisational climate and culture survey. Nonrelated projects will not be considered.	50
		Three to four similar projects completed in the past five years		30
		One to two similar projects completed in the past five years		10
		REFERENCES FOR COMPLETED PROJECTS		
		Five and more satisfactory letters on similar projects completed in the past five years	References must be on client letterhead, and signed by the client and must include the name / description of the related /similar project, it must confirm the service rendered, the value of the works, the date completed and a comment	50
Three to four satisfactory letters on similar projects completed in the past five years	30			

		One to two satisfactory letters on similar projects completed in the past five years	of the level of satisfaction with the service. References must be for projects of similar nature under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references.	10
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7.3. 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)	Means of Verification / 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

7.4 Risk Tolerance / Commercial Risk

The JDA has adopted a Risk Tolerance Framework (RTF) which directs 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 or the total value of contracts awarded to a single Contractor/service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determine the risk exposure as excessive in instances where the value of the contracts for individual **Professional Service providers e.g. Project manager, Engineers, Quantity Surveyor and Consultants**) is either:

1. The greater of **R8 million** or four contracts/ projects in the current financial year or
2. The greater of **R12 million** or six contracts/projects over two financial years (current year and previous financial year).

And

For **multi-disciplinary professional teams** in instances where the value of the contracts awarded is (e.g. more than one discipline being provided by the same bidder) is either:

1. The greater of **R12 million** or six contracts/ projects in the current financial year or
2. 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.

Over and above the number of projects and values, bidders will be further evaluated on commercial risks which will include but not limited to the following: poor performance on previous projects, available resources for the project, unduly high or unduly low tendered rates, significant arithmetical errors and omissions in the tender offer.

The above may impact the outcome of the evaluation

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

- Shortlisted bidders may be requested to attend interviews should there be a need for clarity
- Bidders are to note that JDA does not bind itself to accept the lowest priced bid

8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words “RFQ – SAP MIGRATION AUDIT REVIEW” must be written / typed clearly on the envelope.

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

The RFQ closes at 12h00 on the 15 May 2024.

NO LATE / E-MAILED/ 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 particular 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 officer validity period for this tender is 120 days.

Queries can be addressed in writing to:

Procurement:

Siyambonga Gcobo

E-mail: sgcobo@jda.org.za

Technical:

Mzwakhe Mokoena

E-mail: mmokoena@jda.org.za

ANNEXURE A: BUSINESS DECLARATION

Tender/RFQ Number:

Tender/RFQ Description:

Name of Company:

Contact Person:

Postal Address:

.....

Physical Address:

.....

Telephone Number:

Fax Number:

Cell Number:

E-mail Address:

Company/enterprise Income

Tax Reference Number :

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

VAT Registration Number:

Company Registration Number:

1. Type of firm

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

(Tick one box)

2. Principal business activities

May 2024

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

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

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

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

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name?

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

Full Time :

Part Time :

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

Full Time :

Part Time :

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

R Year

R Year

R Year

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, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

YES / NO

If yes, furnish particulars

.....
.....

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

May 2024

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

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <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:		
Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

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

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

.....

Signature

.....
Position

.....
Name of Bidder

.....
Date

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

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

EMPLOYER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

*** Organ of State means-

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

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

.....
Position

.....
Name of Bidder

.....
Date



City of Johannesburg
Johannesburg Development Agency

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2107

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Fax +27(0) 11 688 7899/63
E-mail: info@jda.org.za

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www.joburg.org.za

ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

“RFQ- SAP MIGRATION AUDIT REVIEW 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 I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation);
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

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

.....
 Signature Position

.....
 Name of Bidder Date

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

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

B Bid Information

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

C Documents to be attached.

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

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

.....
.....

Signature

Date

ANNEXURE G: ORGANOGRAM

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for.

DESIGNATION	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS & EXPERIENCE

NOTE: Detailed Curriculum Vitae (CV's) of the above proposed candidates must be provided. Said CV's MUST indicate the name and description of the project, role played in the project, project value, and the start and end dates of the project. In addition proof of relevant qualifications and of memberships to relevant professional associations must also be provided for the above proposed candidates.