INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE PROVISION OF DIGITAL STRATEGY SERVICES AND THE CONFIGURATION AND MAINTAINENCE OF A DIGITAL SCREEN COMMUNICATIONS SYSTEM

ADVERT DATE: 06 NOVEMBER 2026

COMPULSORY BRIEFING DATE: 10 NOVEMBER 2026 **TIME: 10H00 – 11H00**
VENUE: The auditorium Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory, Newtown, Johannesburg, 2000

CLOSING DATE: 08 DECEMBER 2026 **CLOSING TIME: 12H00**

BID DESCRIPTION: **RFP - APPOINTMENT OF A DIGITAL STRATEGIST TO PROVIDE DIGITAL STRATEGY SERVICES AND CONFIGURE AND MAINTAIN THE JDA's DIGITAL SCREEN COMMUNICATIONS SYSTEM FOR 36 MONTHS**
BID NUMBER: JDAMRKT/DIGITAL SCREENS/11/2026

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 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 ENQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department: Marketing & Communications
Contact Person: Kenneth Xumalo
Tel: 011 688 7905 **Fax:** 011 688 7899 **E-mail:** knxumalo@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

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

NAME OF BIDDER ……

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 ……

SUB TOTAL BID PRICE …….. excluding Value Added Tax

15% vat ……

TOTAL BID PRICE …… including Value Added Tax

TOTAL BID PRICE in words ……

……

……

…… excluding Value Added Tax

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;
    - 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:

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 (@cojgfis
- 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

Appointment of a Digital Strategist to Provide Digital Strategy Services and Configure and Maintain the JDA's Digital Screen Communications System

Project Implementation for three (3) years

ADVERT DATE: 06 NOVEMBER 2026

COMPULSORY BRIEFING DATE: 10 NOVEMBER 2026 **TIME: 10H30 – 11H30**
VENUE: The auditorium Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory, Newtown, Johannesburg, 2000

CLOSING DATE: 08 DECEMBER 2026 **CLOSING TIME: 12H00**

BID DESCRIPTION: **RFP - APPOINTMENT OF A DIGITAL STRATEGIST TO PROVIDE DIGITAL STRATEGY SERVICES AND CONFIGURE AND MAINTAIN THE JDA's DIGITAL SCREEN COMMUNICATIONS SYSTEM FOR 36 MONTHS**

BID NUMBER: JDAMRKT/DIGITAL SCREENS/11/2026

NOVEMBER 2026

TABLE OF CONTENTS

		Page No.
	COPY OF ADVERT	
1.	**INTRODUCTION**	**8**
2.	**PROJECT INFORMATION**	**8**
	2.1. Background	8
	2.2. Contract Objectives	8
3.	**COMPULSORY BRIEFING**	**8**
4.	**SCOPE OF WORK**	9
5.	**PRICING**	**9**
6.	**NOTES**	**12**
7.	**ASSESSMENT CRITERIA**	**15**
	6.1 Compliance	15
	6.2 Technical	16
	6.3 Price and Empowerment	18
	6.4 Risk Tolerance	20
8.	**CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS**	**20**

ANNEXURES

A: Business Declaration
B: Declaration of Interest
C: Declaration of Past SCM Practices
D: Particulars of Contracts Awarded by an Organ of State
E: Schedule of contracts of a similar nature
F: MBD9 Certificate of Independent Bid Determination
G: Declaration on state of municipal account
H: POPI Act

COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFP - APPOINTMENT OF A DIGITAL STRATEGIST TO PROVIDE DIGITAL STRATEGY SERVICES AND CONFIGURE AND MAINTAIN THE JDA's DIGITAL SCREEN COMMUNICATIONS SYSTEM FOR 36 MONTHS

BID NUMBER: JDAMRKT/DIGITAL SCREENS/11/2026

The JDA is requesting proposals for the appointment of a suitably experienced Digital Strategist to assist in developing a digital strategy for the JDA, while providing the end-to-end digital communications display solutions that are key to this RFP. The JDA digital screens will be used as communication tools to showcase approved work, campaigns, project updates and other content produced through the digital strategy, in collaboration with the Marketing, Communication and PR team, Photographer, Videographer, Multimedia Designer, Web Administrator and all other JDA digital properties.

Documents may be downloaded from the JDA's website as follows: www.jda.org.za, as well as on www.etenders.gov.za from 06 November 2026. 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 Mr. Siyambonga Gcobo - at tel: (011) 688 7811 or e-mail: sgcobo@jda.org.za

Technical queries or queries relating to the project may be addressed to Mr. Kenneth Nxumalo (011) 688 7904 or e-mail: knxumalo@jda.org.za

A compulsory 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 10 November 2026 starting at 10h00 – 11h00am.

The closing date and time for receipt of tenders is 08 December 2026 at 12h00pm. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

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 the successful tenderer.

"WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 002 587"

1. INTRODUCTION

The Johannesburg Development Agency (JDA) is requesting proposals from suitably experienced service providers for the appointment of a Digital Strategist to develop, implement and execute a digital strategy for the JDA, while also ensuring that JDA's digital screens are maintained, serviced and used effectively as digital communication tools.

The appointed service provider will work collaboratively with the JDA Marketing, Communication and PR team, Photographer, Videographer, Multimedia Designer, Web Administrator and all other JDA digital properties to ensure alignment, integration and consistency across JDA's digital platforms and screens.

The envisaged appointment period is three (3) years.

Proposals for this appointment are invited by public tender.

2. PROJECT INFORMATION

2.1 BACKGROUND

1. BACKGROUND

The Johannesburg Development Agency (JDA) is an agency of the City of Johannesburg responsible for implementing area-based development and infrastructure projects that contribute to the City's strategic development objectives.

Effective communication is essential to ensuring that employees are kept informed of organisational developments, corporate programmes, operational notices, events, campaigns, employee initiatives and other relevant information.

The JDA currently relies on conventional internal communication channels, including email, notices and other electronic and physical communication mechanisms. There is an opportunity to enhance and modernise internal communication through the introduction of a centrally managed digital screen communication network across JDA facilities.

The proposed solution will provide JDA with a dynamic visual communication channel through which approved content can be centrally managed, scheduled and displayed on strategically positioned digital screens.

The JDA therefore seeks to appoint a suitably qualified and experienced service provider to provide an end-to-end digital signage solution, including configuration, content-management functionality, training, technical support and maintenance on the two current digital screens that the JDA owns and the product description is as below:

JDA Two Indoor LED Screens Description:

- LCD Screen Size 65"
- Panel Type: TFT-LCD screen & LED backlight
- Aspect Ratio: 16:9
- Resolution: 1920x1080
- Brightness: 450cd/m2

- Contrast Ratio: 3000:1
- Response Time: 6ms
- Lifespan: 50,000 hours
- Enclosure material: Aluminum frame/ spray cold roll stell sheets body/ Tempered glass cover
- Coloured system: PAL/NTSC/Auto-detecting
- Menu Language: Multiple language for option : English (Default)
- Speakers: 2x5W

Smart 4K TV

- 50 inch
- QLED Technology
- 4K Footage

2.2 CONTRACT OBJECTIVES

Digital strategy development and screen integration: The service provider must lead the development of a comprehensive digital strategy for the JDA, including an audit of current digital platforms and screens, audience and stakeholder analysis, content pillars, channel approach, governance processes, implementation roadmap, and performance measurement framework. The strategy must clearly position the JDA digital screens as tools to showcase approved work, campaigns, project updates, multimedia content, and other communication outputs.

Modernise internal communication: Introduce a contemporary and visually engaging communication channel that complements existing JDA internal communication platforms.

Digital Signage Management (CMS) Platform and Software Licences: The service provider shall provide and configure a centralised, licensed digital signage/content-management platform. The system should, as a minimum, provide the ability to:

Upload content; Schedule content; Publish content remotely; Remove or expire content; Display images; Display videos; Display text-based notices; Display web-based content where appropriate; Publish content to all screens; Schedule campaigns; Monitor screen status; Identify offline screens; Provide system reporting where available.

Screen Content Upload and Scheduling: The service provider must upload, schedule, and manage approved content on JDA digital screens in line with the approved digital strategy, campaign calendar, and instructions from the JDA Marketing and Communications Department.

Content Management and Templates: The appointed service provider shall develop an initial set of digital communication templates aligned with the JDA's corporate identity.

The templates should be editable by authorised JDA officials without requiring intervention from the service provider.

The initial template suite should include, where applicable:

- General staff announcement;
- Corporate announcement;
- CEO/Executive message;
- HR notice;

- Staff event;
- Training opportunities;
- Employee recognition;
- Project updates;
- JDA achievements;
- Health and safety notice;
- Campaign announcement;
- Welcome message;
- Birthday/work anniversary;
- Emergency notification; and
- Other templates identified during implementation.

The JDA shall retain ownership of its corporate identity, content and communication materials.

Maintenance and repairs: The service provider should be responsible for the ongoing maintenance and repairs of the digital screens as well as the communications system. This may include regular inspections, troubleshooting, and addressing any faults or issues that may arise during usage. The contractor should also provide prompt and efficient repair services in the event of equipment breakdowns.

Technical support: The service provider should offer technical support services to address any queries or issues raised by the users.

Regular Software upgrades: The service provider should ensure that the digital screens as well as the communications system remains up to date and in line with the latest technological advancements. This may involve periodically upgrading the equipment or recommending and providing new software when necessary.

Compliance with regulations: The service provider should adhere to all relevant regulations, standards, and guidelines related to audiovisual equipment and its usage. This may include safety regulations, data protection regulations, and accessibility requirements.

Cost transparency and accountability: The service provider should provide a detailed breakdown of all costs involved in the maintenance, uploads, and repairs of the digital screens as well as the communications system. This should include transparent pricing, clear invoicing, and accountability for any additional costs or charges.

Confidentiality and data security: The service provider should ensure the confidentiality and security of any sensitive information or data that may be transmitted or stored through the audiovisual equipment. This may involve implementing adequate data encryption, access controls, and data protection measures.

Feedback and reporting: The service provider should provide regular feedback and reporting to the JDA regarding the performance, usage, and maintenance of the audiovisual equipment. This will help in assessing the effectiveness of the equipment and making any necessary improvements or adjustments. The service provider should also have monthly meetings with the JDA's Marketing and Communications Department to provide feedback.

Termination and default: The service provider's failure to meet the required obligations can lead to the termination of the agreement.

3. SCOPE OF WORK

The JDA therefore invites interested service providers to submit proposals for the appointment of a Digital Strategist to develop, implement and execute a digital strategy for the JDA, while maintaining, servicing and supporting the use of JDA digital screens as key communication channels.

The screens will be used as tools to showcase approved work produced through the digital strategy, including campaigns, project updates, multimedia content, stakeholder information and other JDA communication outputs. The proposal should cover a contract period of three (3) years.

4. APPOINTMENT

The JDA requests proposals from experienced service providers to provide Digital Strategist to Provide Digital Strategy Services and Configure and Maintain the JDA's Digital Screen Communications System for the JDA. The appointment will be for three (3) years.

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.

4.1 Notes

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

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

4.1.3 Successful bidders will be required to sign the JDA's Standard Form Agreement and appendices.

4.1.4 Appointments for year 2 and year 3 will be dependent on satisfactory performance and budget availability.

4.1.5 No tender will be awarded to a bidder whose tax matters are not in order with SARS.

4.1.6 No tender will be awarded to a bidder who is not registered on CSD.

5. PRICING

The table below serves as a guide to the pricing required from each bidder for the full three-year appointment, including digital strategy services, collaboration, screen content upload, screen maintenance, servicing, and technical support.

5.1.1 Fees must include all costs related to strategy development, implementation, execution, collaboration with JDA teams and suppliers, screen content upload and scheduling, screen maintenance, servicing, troubleshooting, reporting, administration, standard disbursements, local travel and any other costs required to deliver the services.

5.1.2 The prices submitted for Year 1, Year 2 and Year 3 must be fixed for the duration of the contract, unless otherwise agreed in writing by the JDA.

THE TOTAL FEE FOR ALL THREE (3) YEARS, INCLUDING DIGITAL STRATEGY SERVICES, COLLABORATION, SCREEN CONTENT UPLOAD, SCREEN MAINTENANCE, SERVICING AND TECHNICAL SUPPORT, MUST BE CARRIED TO THE "OFFER" PAGE. FAILURE TO PRICE AS INDICATED ABOVE WILL RESULT IN A NON-RESPONSIVE TENDER, AND THE TENDER WILL BE DISQUALIFIED.

5.1.3 **Tenderers must ensure that the final TOTAL FEE (Year1+ year2 + year3) 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.**

5.1.4 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement.

Year 1

- Conduct a digital audit of all JDA digital platforms, digital screens and related communication properties.
- Develop a comprehensive JDA Digital Strategy, including content pillars, channel strategy, screen content development and upload approach, workflow, governance and reporting framework.
- Develop an implementation roadmap and campaign calendar aligned to JDA communication priorities and screen display requirements.
- Develop and upload, schedule and manage approved content on JDA digital screens as part of the broader digital strategy.
- Maintain, service and troubleshoot JDA digital screens to ensure reliable operation and continuity of communication.
- Work with the Marketing, Communication and PR team, Photographer, Videographer, Multimedia Designer and Web Administrator to align all digital and screen-based outputs.
- Provide monthly performance reports, analytics insights, screen status reports and optimisation recommendations.

Year 2

- Conduct a digital audit of all JDA digital platforms, digital screens and related communication properties.
- Develop a comprehensive JDA Digital Strategy, including content pillars, channel strategy, screen content development and upload approach, workflow, governance and reporting framework.
- Develop an implementation roadmap and campaign calendar aligned to JDA communication priorities and screen display requirements.
- Develop and upload, schedule and manage approved content on JDA digital screens as part of the broader digital strategy.
- Maintain, service and troubleshoot JDA digital screens to ensure reliable operation and continuity of communication.

- Work with the Marketing, Communication and PR team, Photographer, Videographer, Multimedia Designer and Web Administrator to align all digital and screen-based outputs.
- Provide monthly performance reports, analytics insights, screen status reports and optimisation recommendations.

Year 3

- Conduct a digital audit of all JDA digital platforms, digital screens and related communication properties.
- Develop a comprehensive JDA Digital Strategy, including content pillars, channel strategy, screen content development and upload approach, workflow, governance and reporting framework.
- Develop an implementation roadmap and campaign calendar aligned to JDA communication priorities and screen display requirements.
- Develop and upload, schedule and manage approved content on JDA digital screens as part of the broader digital strategy.
- Maintain, service and troubleshoot JDA digital screens to ensure reliable operation and continuity of communication.
- Work with the Marketing, Communication and PR team, Photographer, Videographer, Multimedia Designer and Web Administrator to align all digital and screen-based outputs.
- Provide monthly performance reports, analytics insights, screen status reports and optimisation recommendations.

Tenderers are to replicate the above pricing table and submit it as part of their fee proposal. Each pricing item must be completed for Year 1, Year 2 and Year 3, and must include all collaboration, screen content upload, maintenance, servicing and support requirements.

5.1.5 Pricing table

No.	Item Description	Year 1	Year 2	Year 3
1	Digital strategy development, implementation and execution	R	R	R
2	Collaboration with JDA Marketing, Communication and PR team, Photographer, Videographer, Multimedia Designer, Web Administrator and other JDA digital properties	R	R	R
3	Screen content development and upload, scheduling and campaign alignment	R	R	R
4	Screen maintenance, servicing, inspections and troubleshooting	R	R	R
5	Technical support, call-outs, reporting and screen status updates	R	R	R
6				
Sub Total amount for year 1+2+3 excluding vat		**R**	**R**	**R**

TOTAL FEE FOR YEAR 1+YEAR 2+YEAR 3 (excluding VAT)	**R**
15% vat	**R**

TOTAL FEE FOR YEAR 1+YEAR 2+YEAR 3 (including VAT)	**R**

Tenderers are to replicate the above table and submit as part of their fee proposal.

The Total Fee for ALL THREE (3) YEARS, including digital strategy, collaboration, screen content upload, maintenance, servicing and technical support, must be carried over to the "Offer" page.
Failure to price as indicated above will lead to tenderers' bids being disqualified.

6. NOTES

6.1. 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, using numbered dividers.

The following minimum documentation must be provided:

6.2 THE **"OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED**. Any bidder who fails to do so will be disqualified.

6.3 **Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 5 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.**

6.4 An original valid BBBEE status level verification certificate substantiating the bidding entity's BBBEE rating or a certified copy thereof. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) will be accepted.

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.

6.5 Company registration documents.

6.6 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or in the names of the directors/partners of the bidding entity. A lease agreement will also suffice

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

6.8 The forms A to E, F, G and H annexed must be scrutinized completely in full and submitted together with your quotation.

6.9 A corporate brochure or a summary of the entity's background.

6.10 Provide information on the individuals who will be assigned to this project (NOT the entire company). The following must be addressed:

- Organogram
- role/s and responsibility/ies on this project
- relevant qualifications and attach proof hereof
- number of years of relevant experience in the industry **and** in the proposed role
- detailed CV's for each member of the team noting their specific relevant project experience [**project description, role and responsibilities, project value**]
- individual memberships to professional associations and attach proof hereof

6.11 A schedule of completed contracts of a similar nature to this project. The following details must be included on the schedule :

- Description of the project
- Service rendered
- Name of employer/client and their representative's contact details
- Cost of the works
- Fee obtained for services
- Date of completion
- Letter of reference on the client's letterhead or with the client's company stamp that confirms project scope of work, service rendered and project value.

TENDERERS ARE TO SUBMIT 2 COPIES OF THEIR PROPOSAL (1 ORIGINAL PLUS 1 COPY).

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6 ABOVE WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE OR NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures.

- **EACH** party to a consortium and joint venture is to submit the requisite documents and/or information as requested in item 6 (ie.6.1.4 - 6.1.9, and 6.1.11 - 6.1.12)
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A lead consultant is to be appointed and noted in the submission.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits its consolidated BBBEE scorecard as if it 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 offer.

7. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical
- Price and specific goals
- Risk Tolerance

7.1 Compliance

Bidders will be disqualified:

- 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 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 5 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 who are in the employment of the state.
- 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)

7.2 Technical

The technical assessment is based on the criteria set out below, namely: (i) key returnable documents, (ii) capability of the proposed key personnel to deliver digital strategy, collaboration, screen content upload, maintenance and servicing, and (iii) company experience and track record on similar digital strategy and digital screen support assignments.

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.

Total technical points: 208
Minimum points required: 125, which is 60%

(i) KEY RETURNABLE DOCUMENTS	Total Points	Criteria	Description of Criteria	Points
A **Key Returnable Documents**	**8**	Company registration documents	Points will only be allocated for key returnable documents submitted	N/A
		Latest municipal account		N/A
		Audited Annual Financial Statements		N/A
		Certified copies of directors/partners' identity documents		N/A
		Forms A to H completed in full and signed		8

(ii) CAPABILITY	Total Points	Criteria	Description of Criteria	Points
B **Capability of proposed key personnel to deliver digital strategy, collaboration, screen content development and upload, maintenance, and servicing** B1 Detailed CVs indicating the track record of the proposed key team members.	**100** A total of 100 points is achievable for Capability of key personnel across digital strategy and screen support services	**Digital Strategist / Account Lead** Must have a minimum of 5 years' experience in digital strategy development, implementation, campaign planning, analytics, stakeholder engagement and coordination of multidisciplinary creative or communications teams. Attach a detailed CV and proof of relevant qualification(degree) in digital strategy, marketing, communications, public relations, media, business or a related field.	Points will only be allocated for relevant experience in digital strategy, digital campaign implementation, content coordination, screen content upload, screen maintenance, servicing and technical support. **If <u>any</u> of the following information is not provided, zero points will be awarded :** • CV's provided must be as per	50

(ii) CAPABILITY	Total Points	Criteria	Description of Criteria	Points
		Content, Multimedia and Platform Coordinator Must have a minimum of 3 years' experience in content planning, multimedia coordination, digital platform administration, campaign scheduling, and working with photographers, videographers, designers, web administrators, or communication teams. Attach CV and proof of relevant qualification (degree in graphic design / multimedia/ visual communication).	the resources recorded on the organogram • CV's must clearly show similar experience • CV's must clearly show the role executed by the resource on the said projects • **Certified qualifications not older than 3 months**	25
		Screen Maintenance and Technical Support Specialist The proposed member must possess the following: Provide a CV detailing a minimum of 3 years' experience in screen content upload, scheduling, maintenance, servicing, repairs, troubleshooting, and technical support for digital screens or similar digital display infrastructure. Attach CV and proof of relevant qualification (degree in IT/Engineering-electronics).		25

(iii) COMPANY EXPERIENCE	Total Points	Criteria	Description of criteria	Points
C1 **Company experience and track record on similar digital strategy, digital communications, screen content upload, maintenance and servicing assignments as per Item 6.11**	**50**	Five or more projects completed	Points will only be allocated for related projects listed in the schedule requested in Item 6.11. Similar projects **rendered not older than five years** must demonstrate digital strategy, digital communications, campaign implementation, screen content upload, screen maintenance, servicing or technical support. Project information contained elsewhere in the tender submission will **not** be considered.	50
		Three to four projects completed.		25
		One to two projects completed.		15
	Total Points	**Criteria**	**Description of criteria**	**Points**
C2 **Contactable references on client letterhead for similar digital strategy, digital communication, screen content upload, maintenance and servicing assignments as per Item 6.11**	**50**	Five or more satisfactory references	Points will only be allocated for references on similar projects listed in the schedules requested in Item 6.11, including digital strategy, digital communications, screen content upload, maintenance, servicing, or technical support. References **must** be on the client's letterhead or on a document stamped by the client and **must** confirm the project	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references		10

			description, duration and services rendered, and values in order to obtain the points. **If <u>any</u> of the required information does not appear in the reference, zero points will be awarded.**	

7.3 Price and Empowerment

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

The 80/20 preference point system will apply to this tender and the lowest acceptable tender will be used to determine the applicable preference point system The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and 20 including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

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

Awards UP TO R50 mil (VAT Inclusive)

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence
Business owned by 51% or more – Black People	5	• Valid BBBEE certificate / Affidavit Sworn under oath• Company Registration Certification • Certified copy of ID of owners of the business and shareholders certificate
Business owned by 51% or more - Women	10	• Valid BBBEE Certificate/ Affidavit Sworn under oath• CSD report
SMMEs (An EME or QSE	5	• Valid BBBEE Certificate/ Affidavit Sworn under oath• CSD report

Total Points	20	Failure to attach evidence will lead to scoring zero points

7.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which directs the JDA to consider its risk exposure to contractors/Service Providers.

For a single service provider:
In terms of the number of contracts awarded to a single Contractor/service provider, the risk exposure identified as being excessive for professional consultants in instances where the value or number of contracts is either:

- The greater of R8 million or four contracts/projects within a particular financial year or
- The greater of R12 million or six contracts/projects over two financial years (current year and proceeding financial year)

For A multi-disciplinary team
The risk exposure identified as being excessive for a multidisciplinary team should be appointed:

- on a maximum of four (4) contracts per 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.

Furthermore, if a professional is undertaking services with the JDA and has been written to regarding their non-performance or failure to execute their duties with required skills and care the service provider may be set aside for the proposed appointment.

8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

"RFP - APPOINTMENT OF A DIGITAL STRATEGIST TO PROVIDE DIGITAL STRATEGY SERVICES AND CONFIGURE AND MAINTAIN THE JDA's DIGITAL SCREEN COMMUNICATIONS SYSTEM FOR 36 MONTHS"

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, Newtown,** only between the hours of 08H00 and 14H00**.**

The Tender closes at 12h00 on the 8th of December 2026.

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 at 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 within 14 working days of the publication of the successful bidder on the JDA website.

Tender validity is 120 days.

Queries can be addressed in writing to:

Tshimologo Pooe
E-mail: tpooe@jda.org.za
Contact: 011 688 9705

ANNEXURE A: BUSINESS DECLARATION

Tender/RFP Number: …….

Tender/RFP 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

……..……..…….

……..……..……..

……

3. Total number of years the 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 three years and what is the estimated turnover of current commitments from 1 July 2015 to 30 June 2016 (excl. VAT):

R …… Year.....

R …… Year.....

R …… Year.....

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

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION (MONTH & YEAR)

10. Banking details

I/We hereby request and authorise 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 authorised will be processed by computer through a system known as the *"ACB Electronic Fund Transfer Service"*

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 by giving **30 days'** notice in writing.

BANK: ……

BRANCH: ……..

BRANCH CODE: ……

ACCOUNT NUMBER: …..……..……

ACCOUNT HOLDER: ……

TYPE OF ACCOUNT: ……

CONTACT PERSON: ……..

CONTACT NUMBER: ……

PLEASE INCLUDE ORIGINAL SIGNED AND STAMPED LETTER FROM THE BANK CONFIRMING THE COMPANY'S BANKING DETAILS; PHOTOCOPIES 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: ……..……

COMPANY STAMP

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. 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, trustee, 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 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.

……

……

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

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

* 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.

** "Stakeholder' means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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, has:

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 of 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 . 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 *audi alteram partem* rule was applied).**	Yes ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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 or comply with the contract?	Yes ☐	No ☐
4.7.1	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

COMPANY EXPERIENCE

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	CONTACT DETAILS	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

COMPANY EXPERIENCE

ANNEXURE D: PARTICULARS OF CONTRACTS AWARDED BY NOT BY AN ORGAN OF STATE*** DURING THE LAST 5 YEARS

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 person authorised to sign on behalf of the organisation)

……..
Position

……
Name of Bidder

……
Date

ANNEXURE F: MBD9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

for

"RFP - APPOINTMENT OF A DIGITAL STRATEGIST TO PROVIDE DIGITAL STRATEGY SERVICES AND CONFIGURE AND MAINTAIN THE JDA's DIGITAL SCREEN COMMUNICATIONS SYSTEM FOR 36 MONTHS"

in response to the invitation for the bid made by:

Johannesburg Development Agency

do hereby make the following statements, which 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 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, before 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, 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

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 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 numbers.

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 H: POPI ACT

Form B14: 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;
- 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 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**:**