



a world class African city

City of Johannesburg
Johannesburg Development Agency

No 3 President Street
The Bus Factory
Newtown
Johannesburg, 2000

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25 July 2007

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of the goods/services of the following goods/ services

As part of the service delivery monitoring of the Johannesburg Development Agency, each year the agency commissions an Indicators Report to gain an understanding of the perceptions of businesses and users operating in the areas of JDA activity. This is done to monitor the perceived successes of the JDA's interventions in the study areas.

The scope of work for this report includes a perception survey of users and businesses in:

- The Inner City
- Greater Ellis Park
- Yeoville

The results of this perception survey are actively used by the JDA in its planning.

The JDA is calling for consultant services to do the Indicators Report for the Inner City, Greater Ellis Park and Yeoville for 2006/2007. This survey has been done in the past and thus there is a framework in place for the work.

The scope of work for this report will be:

1. Survey design in consultation with the JDA
2. Survey content in consultation with the JDA
3. Survey delivery
4. Survey analysis
5. Presentation of survey results in an accessible format
6. A short narrative of survey results for marketing purposes



Building a better city

Directors

S. Nkosi (Chairperson) L. Bethlehem (CEO) R. Moola N. Fraser S. Sengani
A. Roriston L. Mathape V. Mokwena J. Vilakazi L. Vuthula
M. Maliehe (Company Secretary)
Registration Number: 2001/005101/07

The proposal will be reviewed according to the following criteria:

- a) The capacity of the bidder to undertake the work.
- b) The bidder's content knowledge of local government.
- c) The content knowledge of the bidder in terms of JDA developments.
- d) The bidder's knowledge of appropriate research methodology for this work.
- e) Previous experience in conceptualizing, designing, managing and processing area-based research surveys.
- f) Pricing (please delineate hourly rates).
- g) BEE profile of the company.

The expected completion date for this project is mid-October 2007. The surveys could be phased however according to area-based priorities.

Please address all technical questions to Dr K Harrison on kharrison@jda.org.za and all logistical questions to Ms Rhoda Damba on dambar@jda.org.za.

The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than **13 August 2007** to: Bus Factory, **3 President Street, Newtown.**

The following conditions will apply:

- A valid Tax Clearance Certificate must be submitted
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- If the price quoted is above R 30 000 (inclusive of VAT), the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000). For this purpose the Tax Clearance Certificate, Declaration of Interest and the BEE Forms are enclosed and must be scrutinized, completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest point

NB: No quotations will be considered from persons in the service of the stateⁱ

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Dr K Harrison
Executive Manager: Planning and Strategy



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- i. * 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.

DELIVERY ADDRESS:

Bus Factory
3 President Street
Newtown



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