



a world class African city



City of Johannesburg  
Johannesburg Development Agency

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The Bus Factory  
Newtown  
Johannesburg, 2000

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25/08/07

Dear Sir / Madam

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS:

### BACKGROUND

The Johannesburg Development Agency on behalf of the City of Johannesburg recently renamed two streets in Randburg (i) Hans Strijdom Drive was renamed **Malibongwe Drive** and (ii) Hendrik Verwoerd Drive was renamed **Bram Fischer Drive**. The Street Renaming was announced in the Newspapers and posters erected along Malibongwe & Bram Fischer Drive and flyers distributed to the residents and businesses in those two streets. The final strut of this process is the official mayoral launch of the Street Renaming.

Kindly furnish me with a written quotation for the supply of the services of the following services: **Event management of the Randburg Street Renaming ((i) Hans Strijdom Drive renamed Malibongwe Drive and (ii) Hendrik Verwoerd Drive renamed Bram Fischer Drive.)** The Street Renaming might also include a small component of the official opening of the Randburg Traders' market at the Randburg Taxi Rank.

The event will be in the morning of the **25<sup>th</sup> October 2007 at 10h00 for 10h30 until 13h00.**

Kindly note that the date of the event is subject to change depending on directives from the office of the Executive Mayor of the City of Johannesburg.

The service provider will provide with bar services, catering (must have health certificate), toilets and tent (Please see attached schedule at the foot of this letter). The event site is Corner Jan Smuts Avenue and Hendrik Verwoerd Drive (**Bram Fischer Drive**).

Bidders are expected to forward their company profile that includes list of previous experiences and references. Bidder will provide a detailed event proposal that demonstrates creativity. **Bidders will quote within the budget of R100,000.00 excluding VAT**

The quotation must be submitted on the letterhead of your business and can either be emailed to or delivered by hand not later than **5<sup>th</sup> October 2007 at 12h00 to: 3 President Street, Bus Factory, Newtown**

**Building a better city**

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

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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 available on the JDA website under the Tenders Page.
- The successful provider will be the one scoring the highest point.

**NB: No quotations will be considered from persons in the service of the state<sup>i</sup>**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Fundi Ndaba

**Marketing Manager**

Tel: 011688 7827

Fax: 011688 7899

Cell: 072 437 6414

Email: [ndaba@jda.org.za](mailto:ndaba@jda.org.za)

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<sup>i</sup> \* MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

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(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.

### **SCHEDULE**

<b>ITEM NUMBER</b>	<b>DESCRIPTION</b>
	Fencing
	Registration table
	Mobile Toilets
	Bedouin tent
	Catering for 100 (must include health certificate)
	PA system
	Podium
	Decoration Furniture
	Generator
	Bar Service
	Events logistics

**DELIVERY ADDRESS:**

Corner Jan Smuts Avenue and Hendrik Verwoerd Drive (Bram Fischer Drive)