



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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Marshalltown  
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Dear Sir / Madam

### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS:

Kindly furnish me with a written quotation for the supply of the services of the following services: **The management of two events date: 18<sup>th</sup> August 2007, and 10<sup>th</sup> October 2007 in Braamfontein at corner Bertha and Ameshof Street.**

- The event on the 18<sup>th</sup> August 2007 is the media launch form 08h00 -12h00. 100 guests are expected. The service provider might provide with tent in case it rains on that day.
- The event on the 12<sup>th</sup> October 2007(depending on the Mayor's participation) will be in the evening at 18h30 -20h00. The service provider will provide with bar services.

Bidders are expected to forward their company profile that includes list of previous experience and references. Bidders will provide a detailed event proposal that demonstrates creativity. **Bidders will quote within the budget of R150,000.00 for both events.**

The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than **20<sup>th</sup> July 2007** at 12h00 to: **3 President Street, Bus Factory, 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 points.

**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 A. Goldsmith (Company Secretary)  
Registration Number: 2001/005101/07

**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

Cel: 072 437 6414

Email: 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
  - (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.

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### SCHEDULE

ITEM NUMBER	DESCRIPTION
	Fencing on both dates
	Registration table
	Mobile Toilets
	Catering for 100(18 <sup>th</sup> August 2007) brunch
	Catering for 150 (10 <sup>th</sup> October 2007) evening
	Tent optional (18 <sup>th</sup> August 2007)
	Bedouin Tent ( 10 <sup>th</sup> October 2007)
	Lighting (10 <sup>th</sup> October 2007)
	PA system(10 <sup>th</sup> October 2007)
	Podium( 10 <sup>th</sup> October 2007)
	Decoration(10 <sup>th</sup> October 2007)
	Generator (10 <sup>th</sup> October 2007)
	Bar Service(10 <sup>th</sup> October 2007)

DELIVERY ADDRESS:  
Corner Ameshof and Bertha Street , Braamfontein

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