



a world class African city



City of Johannesburg
Johannesburg Development Agency

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29 January 2009

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with written price quotations for the following services:

1. Project Management Services for the 2009 Halala Joburg Awards
2. Nomination Support Services (*details provided in the scope of work below*)
3. Case - study of all the 2009 Halala Joburg Awards Laureates

Background

The Johannesburg Development Agencies Halala Joburg Awards was launched in 2008 and are given in recognition of projects and people who have made an innovative, inventive and imaginative impact to the regeneration of the inner city of Johannesburg.

The first phase of the 2009 Halala Joburg Awards process for 2009 is the nomination process which was opened in November 2008 and will close on 6th March 2009.

The second phase is outlined in the scope of work provided below.

The objectives of the Halala Joburg Awards are:

- To recognise and acknowledge the outstanding contribution and commitment to regeneration through relevant private and public sector projects.
- To encourage extraordinary effort in building sustainable and inclusive multi-sectoral regeneration projects which recognise the role and relationship between the private and public sectors.
- To foster partnerships, recognising daring and encouraging maximum participation in rebuilding a reclaimed city.
- To claim and celebrate victories in contributing to the legacy of a rejuvenated inner city.

Building a better city

Directors

N. Fraser S. Sengani A. Roriston L. Matlhape V. Mokwena L. Vutula N. Lila D. Naidu P. Masilo L. Bethlehem (CEO) R. Moola
A. Goldsmith (Company Secretary)
Registration Number: 2001/005101/07

The categories for Halala Joburg Awards 2009 are:

- **Living Joburg** *“Not houses but Homes”*
- **Working & Buying Joburg** *“Creating a Business Destination”*
- **Relaxing & Playing Joburg** *“The Recreation Destination”*
- **Caring Joburg** *“Supporting Joburg’s Citizens”*:
- **Believing In Joburg** – *The Stan Nkosi Lifetime Achievement Award “Joburg the home of Innovators, Investors and Implementers”*:
- **Sustaining Joburg** *“Past, Present and Future”*

THE SCOPE OF THE PROJECT WILL BE AS FOLLOWS:

Project 1A: Project Management

1. Stakeholder Engagement Campaign
2. Nomination Registration & Technical Verification
3. Adjudication Panel Administration
4. Short listing of Nominations
5. Awards Support – sourcing of actual trophy awards
6. Liaison and Reporting with the client

Project 1B: Nomination Support

1. Development of the Nomination Support Programme
2. Implementation of the Nomination Support Programme
3. Reporting

Project 1C: Case Study

1. Laureate Desktop Research
2. Interviews and one – on – one engagements with the laureates and nominators
3. Site visit
4. Case Study Drafting
5. Publication Layout and Printing Liaison

The proposal/quotation must be submitted on the letterhead of your business and can be delivered by hand not later than 12.00 on the 6 October 2008 to: The Bus Factory, 3 President Street, Newtown, Johannesburg. The quotation should include a proposal of how the project will be executed, a company profile and references for similar work undertaken

The Johannesburg Development Agency's selection of qualifying tenders will 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. Correspondence shall be entered into with the successful tender.

The JDA reserves the right not to appoint a service provider.

Enquires can be directed to Zanele Mamba on 011-688 7856 or zmamba@jda.org.za

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 and must be scrutinized, completed and submitted together with your quotation.
- The successful provider will be the one who scores the highest points.

NB: No quotations will be considered from persons in the service of the state¹

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.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Susan Monyai

Marketing Coordinator

Tel: 011 688 7867

e-mail: monyais@jda.org.za

The quotation must be submitted on the letterhead of your business and can either be emailed to or delivered by hand not later than **Friday, 6th February 2007** at 12h00 to:
3 President Street, Bus Factory, Newtown
