



a world class African city

09 June 2009



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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E-mail: info@ida.org.za

www.jda.org.za
www.joburg.org.za

Dear Sir / Madam

REQUEST FOR PROPOSALS FOR A SERVICE PROVIDER TO DO THE LAYOUT AND PRINTING OF THE JDA'S PARTICIPATION TOOLKIT

The Johannesburg Development Agency (JDA) is a wholly owned agency of the City of Johannesburg which stimulates and supports area-based based development initiatives throughout the Johannesburg metropolitan in support of the City of Johannesburg's Growth and Development Strategy.

As development manager of these initiatives, the JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders.

Kindly furnish me with a written quotation for the supply of the professional services as stipulated below.

The JDA invites tenders from service providers with experience in doing layout and printing.

The JDA has completed a 'Participation Toolkit' which requires layout and printing. The 'Toolkit' is approximately 10 pages in Microsoft word. It needs to be layed out according to the City of Johannesburg and JDA's corporate identity. It is estimated that 100 copies of the 'Toolkit' will be printed.

This project will commence by 22 June 2009 for completion date by 30 June 2009.

The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than 12.00 on 19 June 2009 to: The Bus Factory, 3 President Street, Newtown. Johannesburg. The quotation should also include a company profile and references for similar work undertaken.

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 L. Matlhape V. Mokwena L. Vuthula
A. Goldsmith (Company Secretary)
Registration Number: 2001/005101/07

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 K Harrison on 011-6887841 or kharrison@jda.org.za

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

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Dr. K. Harrison
Executive Manager: Planning and Strategy

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.

DELIVERY ADDRESS:

The Bus Factory
3 President Street, Newtown, Johannesburg

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