



a world class African city



City of Johannesburg  
Johannesburg Development Agency

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The Bus Factory  
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Johannesburg, 2000

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DATE: 17 September 2009

Dear Sir / Madam

## **REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

Kindly furnish the JDA with a written technical and fee proposal for the supply of the of the following services

- 1) Supply, Install of electricity meters**
- 2) Meter Reading Services**

The Johannesburg Development agency invites suitably qualified and registered installation and meter reading Companies to submit proposals for the installation of water and electricity meters and the reading thereof for various tenants at the Drill Hall situated at on Troy Street between Plein and De villiers Streets

The suitable company needs to separate the price as follows:

- Price per meter
- Price for Meter reading per meter.

The proposals should include a detailed cost breakdown for each of the stages and should also include a company profile, methodology and references for similar work undertaken. Proposals must be placed in a sealed envelope. The words "Quotation for SDP Erf 599" must be clearly written or typed on the envelope. The envelope must be deposited in the tender box and must be delivered by hand not later than **12.00 on Friday 25 September 2009** at the following address:

**To** : Johannesburg Development Agency  
**Attention** : Celestine Mouton  
**Address** : The Bus Factory, No 3 President Street, Newtown, Johannesburg

**No late/telephonic/faxed/postal/e-mail proposals will be accepted or considered.**

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**The contract period is 3 months commencing on 11 August 2009 and ending on 11 November 2009 until the approval of the Site Development Plan**

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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.

### **Building a better city**

**Directors**

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

- 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

**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

**Celestine Mouton**  
**Development Manager**  
 011 688 7851  
[cmouton@jda.org.za](mailto:cmouton@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.

## **PRESENTATION OF QUOTATIONS**

Submissions are to consist of a short (not to exceed 30 pages) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the project successfully. The report should **use the same item numbers as below** for the required sections of the report. The following information must be clearly spelt out :

1. Company Background, lists of **similar** (not all) projects including client name, contact person and telephone number.

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2. Provide an organogram of the **individuals to be involved on this project** and note their designations. Attach detailed résumé's of **said individuals**. A company profile showing all members CV's is not acceptable.
  3. Tenderers are to illustrate where the proposed team is currently committed and what percentage of their time is spent on said commitments. The value of each commitment must also be declared as well as a percentage estimate of the time planned to be dedicated to this project.
  4. Applicants are required to submit detailed quotations based on identifiable deliverables defined in rand terms. Applicants are to submit a cash flow which illustrates the fee proposal linked to deliverables. All disbursements, etc are to be **included** in the quotations. Tenderers are to provide a detailed summary of their proposed services.
  5. The applicant's SMME status.