



a world class African city



City of Johannesburg
Johannesburg Development Agency

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Newtown
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8 July 2009

Dear Sir / Madam

REQUEST FOR QUOTATION: THE DESIGN LAYOUT AND PRINTING OF THE JDA INTERNAL NEWSLETTER

BACKGROUND

The Johannesburg Development Agency is a wholly owned entity of the City of Johannesburg, whose mandate is to deliver successful capital expenditure projects in areas in decay, thereby regenerating and creating thriving precincts on behalf of the City.

The JDA requires a service provider to produce the JDA internal newsletter.

Kindly furnish me with a quotation for the Design layout and printing of the JDA internal Newsletter System

DELIVERABLES

- Concept, design and layout of an eight page full colour newsletter as the JDA Corporate Identity guidelines
- Editing and proofreading
- Printing of 80 copies: Stock: African Dream, White, 90 gsm

Bidders are expected to forward their company profile that includes examples of similar work produced in the past. A list of at least three references to be provided

The quotation must be submitted on the letterhead of your business and can either be emailed to or delivered by hand not later than **Thursday 16th July 2009** at 12h00 to: **3 President Street, Bus Factory, Newtown**

Building a better city

Directors

L. Vutula (Chairperson) A. Roriston
Registration Number: 2001/005101/07

L. Matlhape

D. Lewis

N. Lila

D. Naidu

P. Masilo

L. Bethlehem (CEO)

A. Goldsmith (Company Secretary)

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 stateⁱ

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Alice Moloto
Marketing Manager: Internal Communications

Tel: 011 688 7851

Fax: 011 688 7899

Email: amoloto@jda.org.za

ⁱ * 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.