



City of Johannesburg
Johannesburg Development Agency

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www.jda.org.za
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21 / 07 / 2009

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of the following goods:-

3 X MARANTZ PMD660 Digital Recorders. Each recorder must have the following:

- 1 Gig compact flash card
- 2 x Samson cm-11 conference microphones
- 1 x Briefcase
- 1 x DVP express scribe transcription software with foot pedal and headset

Please clearly indicate ETA.

The quotation must be submitted on the letterhead of your business and can either be emailed or delivered by hand not later than **30 July 2009** to:

Mbali Ntusi
The Bus Factory
3 President Street
Newtown
Johannesburg 2000

Email addresses
mntusi@jda.org.za

For any queries please contact

Mbali Ntusi IT & Systems Officer mntusi@jda.org.za Telephone: 011 688 7833	Bekezela Mhlanga IT & Systems Manager bmhlanga@jda.org.za Telephone: 011 688 7866
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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.
- 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 (www.jda.co.za) and must be scrutinized, completed and submitted together with your quotation.

Building a better city

Directors

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