

City of Johannesburg
Johannesburg Development Agency

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www.joburg.org.za

19 August 2010

Dear Sir / Madam

**REQUEST FOR QUOTES FOR A SERVICE PROVIDER TO ASSEMBLE AND EDIT A REPORT
ON INNER CITY REGENERATION, DEVELOPMENT AND MANAGEMENT IN
JOHANNESBURG**

The City of Johannesburg is preparing a series of reports on the 2006 – 2011 executive term of office. This includes a report focussing on the inner city of Johannesburg.

The Johannesburg Development Agency, a wholly owned agency of the City of Johannesburg which stimulates and supports area-based based development initiatives, has implemented regeneration developments in the inner city for almost 10 years. Along with the CoJ Department of Development Planning and Urban Management and the Region F (inner city) Urban Management team, the JDA has assembled a number of publications, reports and other documents that provide the content for the inner city end-of-term report. We wish to appoint a service provider to synthesise this material into a coherent report. The JDA invites written quotes from service providers with the technical writing and editing skills and experience that are required to assemble this report, and an understanding of urban development issues.

The report is intended to be composed of approximately 100 pages of text and graphics, and it will be printed as a full-colour A4 soft-cover report.

The audience for the report is primarily the general public, with incoming councillors and other oversight institutions as particularly important target groups. The report should be written in an easy-to-read, accessible style, based on a well-illustrated narrative interspersed with text boxes that highlight the stories of places and programmes and other interesting messages. It should also include comprehensive references and end-notes to ensure its usefulness as a research resource and credibility in the eyes of technical readers.

The end-of-term report on the inner city is intended to:

- Record the history of inner city regeneration in Johannesburg over the last 10 years, but especially over the last 5;
- Record the role of the City of Johannesburg in this 5-year period, and assess the impact of municipal interventions;
- Record lessons learnt and advise on future strategies for inner city regeneration; and
- Celebrate the successes and profile the legacy of this term of leadership where appropriate.

The project is expected to include at least the following activities:

- Review and synthesise existing reports and written material. Key documents include:
 - The Inner city charter 2007 and the Charter Partnership Forum minutes and presentations

Building a better city

Directors

L. Vutula (Chairperson) A. Roriston L. Matthape D. Lewis N. Lila D. Naidu P. Masilo T. Mendrew (Acting CEO) A. Goldsmith (Company Secretary)

Registration Number: 2001/005101/07

- Narrative on 10-years of regeneration from Halala Seminar (2010)
- Inner City Urban Development Implementation Plan (2009)
- Regional spatial development framework for Region F (2010)
- Urban management report (2010)
- Halala awards records and write-ups (2008 – 2010)
- JDA investment impact study (2009)
- Inner city charter performance reports – 2009/10
- Previous mid-term and end-of-term reviews for the City of Johannesburg.
- Selected status quo analyses in inner city planning outputs including the Inner city traffic and transport study and the Westgate Station spatial development framework.

(Note: some of these reports are publicly available on the websites of the CoJ and JDA, and others are not. Collectively they represent approximately 1 500 pages of text)

- Propose a draft content list and framework, a primary theme and key messages to structure the report for approval by the project team.
- Prepare a draft report by synthesising the existing material; writing introductory, concluding sections, and other text to link sections and concepts (estimated at about 15 pages of writing); and editing the text to achieve coherence in the style and language. Deadline: 15 October 2010.
- Workshop the draft report (20 October 2010) with the project team and other key stakeholders; make required adjustments and improvements; and submit a final draft that is ready for design and layout. Deadline: 15 November 2010.
- Prepare an executive summary of approximately 5 pages; a two-page text box to be included in the comprehensive end-of-term report; and the text for about 5 powerpoint slides. Deadline 15 November 2010.

This assignment will commence with written acceptance of your quote, and must be completed by 15 November 2010.

The quotation must be submitted on the letterhead of your business and e-mailed to slewis@jda.org.za by no later than 12:00 on Friday 3 September 2010. The quotation should include a company profile or CV and reference to similar work undertaken with examples provided where possible.

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, all-inclusive, 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 BEE Forms that are available on the JDA website (www.jda.org.za) must be scrutinized, completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest points.

Failure to comply with these conditions may invalidate your offer, and no quotations will be considered from persons in the service of the stateⁱ

The selection of the qualifying quote will be at the JDA's sole discretion. The JDA does not bind itself to accept any particular tender, and the JDA reserves the right not to appoint a service provider.

E-mailed enquires can be directed to slewis@jda.org.za

Kind regards



Sharon Lewis
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.
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