



a world class African city



City of Johannesburg  
Johannesburg Development Agency

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The Bus Factory  
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25 / 03 / 2009

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

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

**Multi-purpose, heavy duty colour printer with the following functions:**

- Printer, Scanner and Copier with sorting and stapling ability.
- The printer must be on a 3 year rental agreement

Note: The required printer will replace our Konika Minolta C250.

The quotation must be submitted on the letterhead of your business and can either be emailed or delivered by hand not later than **7 April 2009** to:

Bekezela Mhlanga  
The Bus Factory  
3 President Street  
Newtown  
Johannesburg 2000

Email addresses  
[bmhlanga@jda.org.za](mailto:bmhlanga@jda.org.za)

For any queries please contact

Bekezela Mhlanga IT & Systems Manager <a href="mailto:bmhlanga@jda.org.za">bmhlanga@jda.org.za</a> Telephone : 011 688 7866	Mbali Ntusi IT & Systems Officer <a href="mailto:mntusi@jda.org.za">mntusi@jda.org.za</a> Telephone: 011 688 7833
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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](http://www.jda.co.za)) and must be scrutinized, completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest point

**Building a better city**

Directors  
L. Vutula (Chairperson) A. Roriston L. Matlhape D. Lewis N. Lila D. Naidu P. Masilo L. Bethlehem (CEO) R. Moola  
A. Goldsmith (Company Secretary)  
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