



a world class African city

City of Johannesburg
Johannesburg Development Agency

No 3 President Street
The Bus Factory
Newtown
Johannesburg, 2000

PO Box 61877
Marshalltown
2107

Tel +27(0) 11 688 7850
Fax +27(0) 11 688 7899

www.jda.co.za

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE PROPOSALS

14 June 2007

Request for Proposals

Kindly furnish the JDA with a written proposal for the design and development of a Corporate Identity Manual for the JDA in line with the Corporate Identity (CI) manual and layout of the City of Joburg (CoJ) according to the elements listed below:

Scope of work

- This proposal should be based along the same visual style and execution as that developed for the City Of Johannesburg in their Corporate Identity manual
- However, specific reference and guidance should be given for the JDA and how they can design and implement their collateral
- Where creative license and personalization for the JDA can be done – this must be done according to the CI manual guidelines as set out by the COJ CI manual
- Elements to which application will be developed and guidelines set out will be:
 - Primary elements
 - Stationery
 - Letterhead
 - Compliment slip
 - Business card
 - Envelope – DL, C5 and C4
 - Memorandum
 - Brochure layout (front cover and inside cover layout)
 - Newsletter (look and feel)
 - Invitation card
 - Desk calendar
 - Certificate
 - Payslip
 - Parking disk
 - Banner – look
 - Poster
 - Typical ad template – landscape and portrait
 - Email header – look
 - Powerpoint template look and feel
 - Website look and feel
 - 4 x merchandise application examples
 - Signage look and feel (internal and external)
 - Vehicle – look and feel

- Folder

The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than 21 June 2007 12h00 to:

Head of Marketing & Communications: Sammy Mafu

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 must be completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest point

NB: No quotations will be considered from persons in the service of the state¹

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Sammy Mafu
Head of Marketing & Communications

Enquiries to be directed to
Susan Monyai
Marketing Coordinator
011 688 7851



Building a better city

Directors

S. Nkosi (Chairperson) L. Bethlehem (CEO) R. Moola N. Fraser S. Sengani
A. Roriston L. Mathape V. Mokwena J. Vilakazi L. Vuthula
A. Goldsmith (Company Secretary)
Registration Number: 2001/005101/07

DELIVERY ADDRESS:

The Bus Factory
 3 President Street
 Newtown
 Johannesburg
 2000

BLACK ECONOMIC EMPOWERMENT (BEE) DECLARATION FORM

Name of Enterprise :

Postal Address :

.....

Physical Address :

.....

Telephone :

Fax :

Contact Person :

Tax Reference Number :

(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

VAT Registration Number :

Enterprise Registration Number:

1. Type of Enterprise

- Partnership
- One person business/sole trader
- Close corporation
- Public company
- Private company

(Tick One Box)

2. Principal Business Activities

.....



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3. Did the enterprise exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name?.....

4. List all directors, partners by name, citizenship and BEE status:

NAME	CITIZENSHIP	BEE STATUS (Y/N)*

5. List % Black* ownership, % Black management, % Black skilled personnel and % Black owned women:

%BLACK OWNED	%BLACK MANAGEMENT	% BLACK SKILLED PERSONEL	% BLACK WOMEN OWNED

(NOTE: Black means South African citizens who are Black, Indian or Coloured individuals)*



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6. What is the enterprise's latest annual turnover (excl. VAT): R.....

SIGNATURE : _____

NAME IN FULL : _____

CAPACITY : _____

**DULY AUTHORISED TO
SIGN ON BEHALF OF:** _____

DATE : _____

CERTIFIED BY AN INDEPENDENT PARTY (eg Internal Auditors or Public Accountants and Auditors or BEE Consultants) THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT:

SIGNATURE :.....

DATE :.....

**DULY AUTHORISED TO
SIGN ON BEHALF OF:.....
THE INDEPENDENT
PARTY**

**NAME OF THE
INDEPENDENT PARTY**
:.....

(NOTE: The JDA reserves the right to verify the information provided herein.)



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