



a world class African city



City of Johannesburg  
Johannesburg Development Agency

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18 June 2009

Dear Sir / Madam

## **REQUEST FOR PROPOSALS: DEVELOPMENT OF TOUR GUIDE MANUAL FOR THE DEVELOPMENT OF TOUR GUIDE MANUALS IN THE AREA OF THE INNER CITY OF JOHANNESBURG'S HERITAGE**

### **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. Since its inception in 2001 the JDA has delivered numerous multimillion rand developments on behalf of the City such as Constitution Hill, Greater Newtown area and Kliptown – Walter Sisulu Square of Dedication. Documentation of these developments plays a critical knowledge management role as well as the need to disseminate this institutional knowledge to other stakeholders for purposes of tours to tourists and visitors, as well as educational groups.

Buildings in Johannesburg's historic core represent a variety of architectural styles illustrating the city's development over a period of more than 100 years. Johannesburg's progression of architectural ages was highly telescoped, and some sites have been built over many times.

The city's heritage includes impressive public buildings; the signature buildings of Johannesburg's mining and financial giants, and a host of other commercial buildings; churches, mosques, synagogues and temples which served the spiritual needs of a burgeoning population; and a great variety of residential buildings, from the mansions of the Randlords and captains of industry to the modest township houses, shanties and hostels of the working people.

The historic environment contributes to an understanding of the impact of the past, and the need to plan critically and creatively for the future. In planning for its future, Johannesburg will need to capitalize on the legacy of its history.

Johannesburg's heritage resources are precious, non-renewable, finite and irreplaceable and must therefore be protected to ensure their survival. To ensure that they are preserved for current and future generations, these assets should be carefully managed in line with best international practice and in compliance with applicable legislation.<sup>1</sup>

<sup>1</sup> City of Johannesburg Arts, Culture & Heritage Services: Heritage Policy Framework

### **Building a better city**

**Directors**

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

**Kindly furnish me with a quotation for the development of a training manual that is available both in hard copy and digitally.**

The JDA is looking to appoint a service provider to develop a training manual that will be used in the training of tour guides for uniquely tailored tours of the Inner City focusing on Johannesburg's heritage.

The service provider will provide a submission which must include; detailed methodology – that includes market research of other similar products, proposal for a proposed implementation of a training schedule and pricing.

Bidders are expected to forward their company profile that includes list of previous experiences in the development of a detailed manual, the implementation of it, and three references will be required. Bidder will provide a detailed proposal.

The quotation must be submitted on the letterhead of your business and can either be emailed to or delivered by hand not later than **Friday 26<sup>th</sup> June 2009** at 12h00 to: **3 President Street, Bus Factory, Newtown**

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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 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 state<sup>i</sup>**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Susan Monyai  
Marketing Specialist

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Fax: 011688 7899

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

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<sup>i</sup> \* 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.