



a world class African city

8 August 2008



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 7851 (O)
Tel +27(0) 11 688 7867 (D)
Fax +27(0) 11 688 7899/63
E-mail: info@ida.org.za

www.jda.org.za
www.joburg.org.za

Dear Sir / Madam

REQUEST FOR PROPOSALS FOR A SPECIALIST CONSULTANT TO ASSUME THE RESPONSIBILITIES OF THE EXECUTIVE MANAGER: PLANNING AND STRATEGY AT THE JDA

The Johannesburg Development Agency (JDA) is a wholly owned agency of the City of Johannesburg which stimulates and supports area-based based development initiatives throughout the Johannesburg metropolitan area in support of the City of Johannesburg's Growth and Development Strategy.

As development manager of these initiatives, the JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders.

Kindly furnish me with a written quotation for the supply of the professional services as stipulated below.

The JDA invites tenders from suitably experienced consultants to take over the position of the Executive Manager: Planning and Strategy for a 4 month period from 3 November 2008-27 February 2009. The JDA closes between Christmas and New Year.

The scope of work will include:

- Managing existing strategic thinking and planning projects initiated by the EM: Planning and Strategy
- Planning new JDA developments by analysing geographic areas, working out possible interventions and translating these into feasible development projects.
- Preparing the JDA's business plan for approval
- Liaising with relevant City Departments
- Leading the knowledge management aspect of the JDA
- The consultant is required to manage relationships with key stakeholders
- The consultant is required to have an excellent knowledge of the City of Johannesburg as an institution but also to have expert knowledge of the City's economy, social fabric, property markets and investment trends.
- The consultant is required to have excellent written and verbal skills

Qualifications and Experience

- At least a masters degree in built environment or planning related qualification
- At least 7 years experience in strategy development and project management within an organisation
- Experience with the management of diverse development projects in an urban setting

Building a better city

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

- A comprehensive understanding of urban development from a technical, social, economic and environmental perspective
- Good knowledge of project management

Please submit a quotation on the letterhead of your business with proposed hourly rate for the period mentioned above. The incumbent will work part time for 4 hours per day 5 days a week. The hourly rate must be inclusive of VAT if you are VAT registered.

The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than 12.00 on Monday 22 August 2008 to: The Bus Factory, 3 President Street, Newtown. Johannesburg. The quotation should also include a profile and references for similar work undertaken. A writing sample must also be included in the proposal.

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 enclosed and must be scrutinized, completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest points.

The Johannesburg Development Agency's selection of qualifying tenders will be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular tender. Correspondence shall be entered into with the successful tender.

The JDA reserves the right not to appoint a service provider.

Enquires can be directed to K Harrison on 011-6887841 or kharrison@jda.org.za

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

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Dr. K. Harrison
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.

DELIVERY ADDRESS:

The Bus Factory
3 President Street, Newtown, Johannesburg

DELIVERY ADDRESS:

{Insert delivery address}_____