



a world class African city



City of Johannesburg  
Johannesburg Development Agency

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Date: 20 November 2009

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of the following goods/ services

### **Occupational Health and Safety Services for the Basic Rehabilitation of the Fleet Site and Transport House**

The JDA is requesting proposals for Occupational Health and Safety services for the Basic Rehabilitation for the Fleet Site and Transport House to accommodate Bus/Vehicle Parking and Holding.

The main purpose of the project is to create a safe and clean holding/parking area for buses/vehicles during the 2010 world Cup.

#### **Fleet Site situated on the corner of Noria Mabasa and Main Street.**

This will entail the removal of rubble, creating egress and ingress for buses, cleaning the building, upgrading the ablution facilities, kitchen areas and lighting up the building.

#### **Transport House situated within Henry Nxumalo, Dolly Rathebe and Barney Simon Streets.**

This will entail making the building safe and use friendly by cleaning the building removing all unsafe obstacles, removing all broken glazing and lighting up the building.

The JDA requires the services of a suitably qualified and registered professional Occupational Health and Safety firm to assist in facilitating and ensuring compliance with occupational health and safety regulations in accordance with the latest Occupational Health and Safety Act for Basic Rehabilitation for the Fleet Site and Transport House to accommodate Bus/Vehicle Parking and Holding. In addition the Occupational Health and Safety Consultant will be responsible for developing a comprehensive health and safety specification applicable to specific project, undertaking risk identification assessments, evaluation and approval of occupational health and safety plan

submitted by contractors and preparation of monthly safety audit reports. The full scope of Occupational Health and Safety services required is as follows:

1. Prepare the Health and Safety specification for the construction work and provide any principal contractor who is making a bid or appointed to perform construction work for the client with same.

### **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

2. Take reasonable steps to ensure that each Principal contractor's health and safety plan as determined in regulation 5(1) (where is this stated?) is implemented and maintained on the construction site: Provided that steps taken, shall include audits at intervals mutually agreed upon between the client and Principal contractor, but at least once very month.
3. The client, through the appointed health and safety consultant, shall discuss and negotiate with the principal contractor the contents of the health and safety plan contemplated in regulation 5(1) and thereafter finally approve the health and safety plan for implementation.
4. The client may appoint an agent in writing to act as his or her representative and where such an appointment is made, the responsibilities as are imposed by these regulations upon a client, shall as far as reasonably practicable, apply to the agent so appointed.

Please note the following:

- As per the City of Johannesburg 2010 policy on public construction work, all construction is to be practically complete on the 30th April 2009. Thus the programme will reflect this unmovable completion date.
- Interested tenderers will be expected to visit the site to familiarise themselves with the facilities.
- Any further queries are to be directed to the responsible JDA representative herein signed below.
- Proposals must be placed in a sealed envelope. The words "**Quotation for Fleet Site/Transport House Occupational Health and Safety**" must be clearly written or typed on the envelope.

The quotation must be submitted on the letterhead of your business and delivered - by hand not later than **12h00 on 30<sup>th</sup> November 2009** – to the JDA's offices, Ground Floor, The Bus Factory, 3 President Street, Newtown, Johannesburg.

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**The contract period is 4 months**

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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 enclosed and must be scrutinized, 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 state<sup>1</sup>

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

**Claudia Mahlaule**  
**Development Manager**  
011 688 7807  
[cmahlaule@jda.org.za](mailto:cmahlaule@jda.org.za)

<sup>1</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.
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## **PRESENTATION OF QUOTATIONS**

Submissions are to consist of a short (not to exceed 30 pages) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the project successfully. The report should **use the same item numbers as below** for the required sections of the report. The following information must be clearly spelt out :

1. Company Background, lists of **similar** (not all) projects including client name, contact person and telephone number.
2. Provide an organogram of the **individuals to be involved on this project** and note their designations. Attach detailed résumé's of **said individuals**. A company profile showing all members CV's is **not acceptable**.
3. Tenderers are to illustrate where the proposed team is currently committed and what percentage of their time is spent on said commitments. The value of each commitment must also be declared as well as a percentage estimate of the time planned to be dedicated to this project.
4. Applicants are required to submit detailed quotations based on identifiable deliverables defined in rand terms. Applicants are to submit a cash flow which illustrates the fee proposal linked to deliverables. All disbursements,

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etc are to be **included** in the quotations. Tenderers are to provide a detailed summary of their proposed services.

5. The applicant's SMME status.