

City of Johannesburg
Johannesburg Development Agency

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Johannesburg, 2000

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

10 August 2011

Dear Sir / Madam

**REQUEST FOR QUOTES FOR THE DESIGN AND PRODUCTION OF INTERACTIVE
TIMELINE DOCUMENTARIES ON TWO OF JDA's DEVELOPMENT AREAS**

You are invited to present written quotes for the design and production of interactive on-line documentaries for two of JDA's inner city development areas (Newtown and Ellis Park).

The JDA is a wholly owned agency of the City of Johannesburg which stimulates and supports area-based based development initiatives throughout Johannesburg in support of the City of Johannesburg's Growth and Development Strategy. The JDA has worked in the inner city for 10 years, and there is a need to record the changes and impacts that have taken place over this time.

The JDA invites written quotes from service providers with the required writing, editing, film editing, graphic design, and technical production skills. An understanding of urban regeneration in the inner city in Johannesburg will serve as a recommendation.

The project is expected to include at least the following activities for each documentary:

- Review and synthesise multi-media resources including video clips, photographs, urban development frameworks and other illustrations provided by JDA; and assemble other multi-media or content resources sourced independently (estimated at 2 days work).
- Draft a script and story-board highlighting key urban development events and milestones for approval by the JDA (1 day). This should include an overview of the history of the area; a synthesis of development plans; an overview of the JDA's work and other key investments and developments; and
- Design and assemble the documentary (in an interactive on-line format that integrates video, photographs, text and other graphics and animations) for approval by the JDA (6 days).
- Set up and test the documentary with a reference group made up of JDA officials and refine the final product (2 days).

This assignment will commence with written acceptance of your quote, and must be completed by 30 June 2012.

The quotation must be submitted on the letterhead of your business and e-mailed to monyais@jda.org.za by no later than 12:00 on Friday 19 August 2011. The quotation should include a company profile or CV and reference to similar work undertaken with samples provided where possible.

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.

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

- 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 BEE Forms that are available on the JDA website (www.jda.org.za) must be scrutinized, completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest points.

Failure to comply with these conditions may invalidate your offer, and no quotations will be considered from persons in the service of the state¹

The selection of the qualifying quote will be at the JDA's sole discretion. The JDA 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 Susan Monyai on (011) 688 7851 or monyais@jda.org.za

Yours faithfully



Sharon Lewis
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.
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