

City of Johannesburg
Johannesburg Development Agency

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20 October 2011

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written price proposal on for the supply of Events Management Services for the first JDA Public Art Conference.

BACKGROUND

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

In support of the City of Johannesburg's public art policy the JDA has actively included public art programmes in all of its development projects spending up to one percent (1%) of total project budget on public art. Some of the major public art commissioned by the JDA includes the Firewalker on Queen Victoria Bridge, the Eland in Braamfontein; the artworks on all BRT stations amongst many others.

The public art conference will act as a knowledge sharing platform around the theory and practice of public art. The conference will take place from 11 to 13 November 2011.

The JDA hereby requests suitably qualified events management companies to submit detailed written price proposals for the provision of logistical support for this event.

Building a better city

Directors

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

SCOPE OF WORKS

DAY 1 Opening Cocktail Event

Venue

Main Street Life Rooftop

Number of people

100 PAX

Technical

PA System & speakers

- 1 x Microphone (standard)
- 1 x Microphone (cordless)
- 1 x Laptop

1 X CD/DVD player (ambience music)

1 X Projector

Lighting(spotlighting on speakers and ambience)

Technical support

Entertainment

Budget R8000

Décor

Cocktail tables with modest centre pieces

Cocktail chairs

Stretch form tent

Catering

Cocktail menu (venue catering - Canteen at Arts on Main)

Bar - wine, malt soft drinks (note that venue has cash bar)

DAY 2 Full day conference

Venue

Joburg Art Gallery (JAG)

Number of people

100 PAX

Technical requirements

Venue 1: Lecture Theatre

1 x Projector (screen available)

1 x laptop (to run presentation from)

1 x microphone

PA system and speakers

Air conditioning unit

Venue 2: Atrium (MAIN VENUE)

1 X Projector
1 x Projection screen
1 x laptop (to run presentation from)
[Draping to black out windows](#)
Mobile air-con unit
2 X roving microphones
1 x LCD podium (to show logos)
[Ambient lighting for audience \(only for video\)](#)
[Spot for speakers \(only for video\)](#)

Venue 3: Boardroom

Projector (screen available)
1 x laptop (to run presentation from)
Fans / mobile air-con unit

Catering

Venue 4: Courtyard

Morning tea/coffee (muffins/croissants)
Mid morning tea/coffee (biscuits & fruit skewers)
Lunch (substantial finger food with soft drinks)
Afternoon tea/coffee (biscuits)
250 X bottled water (all venues and lunch)

Venue 5: Foyer (for registration)

Table cloths for two trestle tables

Décor

Air conditioning units for Lecture Hall
2 x flanking flower arrangements for Lecture Theatre stage
Cocktail tables and chairs for courtyard (lunch area)

DAY 3 Public Art Tours

Venue

Arts on Main, Maboneng Precinct

Number of people

100 PAX

Catering

Morning tea - Canteen at Arts on Main recommended
100 food packs for tour
Finger lunch Canteen at Arts on Main recommended

Transport (Soweto & Inner City Art tours)

Allocate R2000 for Rea Vaya tickets

Sundry costs

Venue hire

Budget R3000

Draft Running Order
Public Art Conference: 11-13 Nov. 2011

Friday 11 Nov 2011			
Time	Activity	Place	People
16:00-17:00	Registration	Main Street Life foyer	Attendees
17:20	Andries Botha	MSL Rooftop Bar	Everyone
17:40	Lesley Perkes	MSL Rooftop Bar	Everyone
18:00	Stephen Hobbs	MSL Rooftop Bar	Everyone
18:30 onwards	Sello Pesa & Vaughn Sadie	MSL Rooftop Bar	Everyone
Saturday 12 Nov 2011			
Time	Activity	Place	People
8:00-9:00	Morning tea & registration	JAG - Foyer & courtyard	Attendees
	Technical briefing with speakers	JAG - Lecture Theatre	Speakers
09:00-10:40	Speeches	JAG - Lecture Theatre	Everyone
10:40 - 11:15	Tea break	JAG - Courtyard	Everyone
11:15-13:00	Breakaway sessions		
13:00-14:15	Lunch break	JAG - Courtyard	Everyone
14:15-16:00	Breakaway sessions		
16:00-16:30	Afternoon tea	JAG - Courtyard	Everyone
16:30 - 17:20	Breakaway sessions		
17:20-17:30	Closing and "housekeeping" for Sunday	JAG - Lecture Theatre	Everyone
Sunday 13 Nov 2011			
Time	Activity	Place	People
8:00-9:00	Morning tea & orientation	Maboneng Precinct	Everyone
9:00-13:00	Art tour 1	Maboneng - Soweto - Maboneng	45-50 people
	Art tour 2	Maboneng - Inner City Parks - Maboneng	45-50 people
13:00-14:30	Lunch & end of day	Maboneng Precinct	Everyone

The quotation must be submitted on the letterhead of your business and be emailed to monyais@jda.org.za or delivered by hand not later than **Friday 28 October 2011 at 12h00.**

The following conditions will apply:

- A valid Tax Clearance Certificate must be submitted
- Copy of the latest municipal account
- 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.
- 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 Declaration of Interest, BEE and MBD9 forms are enclosed and must be scrutinized, completed and submitted together with your quotation.

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

Susan Monyai
Marketing Manager
011 688 7867
monyais@jda.org.za

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.

All procurement processes are done in terms of the JDA Supply Chain Management Policy and Municipal Finance Management Act and its regulations as issued by the National Treasury. Suppliers are encouraged to familiarize themselves with the documents as stated above before doing business with us.

The JDA Supply Chain Management Policy can be viewed on the JDA web site, www.jda.co.za and www.treasury.gov.za

DECLARATION OF INTEREST

1. No bid / quotation will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid/ quote. In view of possible allegations of favouritism, should the resulting bid/quote, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid/ quotation.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state* **YES / NO**

3.6.1 If so, furnish particulars.

.....

.....

3.7 Have you been in the service of the state for the past twelve months? **YES / NO**

3.7.1 If so, furnish particulars.

.....

.....

3.8 Do you, have any relationship (family, friend, other) with

persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid/ quotation?

YES / NO

3.8.1 If so, furnish particulars.

.....

.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid/ quotation?

3.9.1 If so, furnish particulars

.....
.....

3.10 Are any of the company's directors, managers, principle
YES / NO
shareholders or stakeholders in service of the state?

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors,
NO
managers, principle shareholders or stakeholders in service
of the state?

YES /

3.11.1 If so, furnish particulars.

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

.....
**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Business/Equity/BEE Declaration

BUSINESS ENTERPRISE / EQUITY/ BEE DECLARATION

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Postal Address :

.....

Physical Address :

.....

Telephone :

Fax :

Contact Person :

Company/enterprise Income

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 :

Company Registration Number:

1. Type of Firm

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

(Tick One Box)

2. Principal Business Activities

.....

.....

.....

3. Total number of years firm has been in business:

4. Detail all trade associations/professional bodies in which you have membership.
.....
.....
.....

5. Did the firm exist under a previous name?

Yes

No

(Tick one box)

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

6. List all directors, partners, by name, identity number, citizenship, BEE* status and ownership as relevant:

NAME	ID NO:	CITIZENSHIP	BEE STATUS (YES/NO)*	FEMALE (YES/NO)	DATE OF OWNERSHIP	% EQUITY OWNED	% VOTING	% TIME DEVOTED TO FIRM

NOTE: Where owners are themselves a company or partnership, identify the ownership of the holding firm.

***BEE** – means an integrated and coherent socio-economic process that directly contributes to the economic transformation of South Africa and brings about significant increase in the numbers of black people that manage, own and control the country's economy as well as significant decrease in income inequality.

7. How many permanent staff members are employed by the firm:

Full Time:

Part Time:

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

9. List the personnel or firms who provide the following services:

SERVICE	NAME	CONTACT PERSON	TELEPHONE
ACCOUNTING			
LEGAL			
AUDITING			
BANKING			
INSURANCE			

10. List all contracts which your company is engaged in and have not yet completed:

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	CONTRACT AMOUNT	EXPECTED COMPLETION (MONTH & YEAR)

ADDITIONAL INFORMATION ON BLACK ECONOMIC EMPOWERMENT (BEE)

AND AFFIRMATIVE ACTION EMPLOYMENT POLICIES (AA)

Kindly complete the following questionnaire by filling in the numbers for current calendar year.

(In the event of insufficient space provided kindly attach documentation)

11. BEE AND FUTURE COMMITMENTS

11.1. Composition of Board of Directors – Number of members

F= Female M= Male

		2011 (Actual)
African	M	
	F	
Asian	M	
	F	
Coloured	M	
	F	
White	M	
	F	
TOTAL		

11.2. Shareholding = % Equity

	Years	2011
African	M	
	F	
Asian	M	
	F	
Coloured	M	
	F	
White	M	
	F	
TOTAL		

11.3. Do you have a worker shareholding participation scheme?

YES	NO
-----	----

11.4. If YES, what percentage of equity is held by the workers?

%

12. AA AND FUTURE COMMITMENTS

“Black” – means South African citizens who are African, Indian or Coloured persons and **excludes individuals belonging to such communities from any other country.**

12.1. Composition of Executive Management (executive directors, managers participating in executive meetings)

		2011 (Actual)
African	M	
	F	
Asian	M	
	F	
Coloured	M	
	F	
White	M	
	F	
TOTAL		

12.2. Composition of Senior and Middle Management (managers, technical, supervisory)

		2011 (Actual)
African	M	
	F	
Asian	M	
	F	
Coloured	M	
	F	
White	M	
	F	
TOTAL		

12.3. BEE profile of senior staff to be employed in the project

		Actual
African	M	
	F	
Asian	M	
	F	
Coloured	M	
	F	
White	M	
	F	
TOTAL		

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, affirms that:

- a) The information furnished is true and correct

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

For JDA purpose only:

The scoring for BEE profile for procurement processes resulting in an identifiable team to be employed for a JDA contract is calculated as per the details in the table below:

	No. of Points	Percentage having BEE Status	BEE Score of Tenderer
1. Tenderer's BEE profile:			
1.1 Shareholding in cc, limited liability company, public company	40		
1.2 Executive management (directors, managers participating in executive meetings)	25		
1.3 Senior and middle management (managers, technical, supervisory)	15		
2. BEE profile of senior staff to be employed on the contract (managerial, technical, supervisory staff).	20		
Total	100		

The scoring for BEE profile for procurement processes for equipment and goods is calculated as per the details in the table below:

	No. of Points	Percentage having BEE Status	BEE Score of Tenderer
1. Tenderer's BEE profile:			
1.1 Shareholding in cc, limited liability company, public company	50		
1.2 Executive management (directors, managers participating in executive meetings)	30		
1.3 Senior and middle management (managers, technical, supervisory)	20		
Total	100		

BANK DETAILS

I/We hereby request and authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorized will be processed by computer through a system known as the *“ACB Electronic Fund Transfer Service”* and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving **30 days** notice in writing.

BANK:

BRANCH:

BRANCH CODE:

ACCOUNT NUMBER:

ACCOUNT HOLDER:

TYPE OF ACCOUNT:

INITIALS & SURNAME

AUTHORISED SIGNATURE

DATE

MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;

-
- (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature	Date
.....
Position	Name of Bidder