



a world class African city



City of Johannesburg  
Johannesburg Development Agency

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Date: 20 January 2011

## 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 Consultant Services for the upgrade of Beyers Naude Square

A completed partial upgrade of the square was implemented in 2008/09. Existing structures along the length of the square were removed to open up the square, allow visual access and easier physical access. New large planters were constructed around the car ramps that provide access to the basement. Minimal paving was repaired around these planters. Light towers were constructed over the three existing stair wells leading to the basement parking. The rest of the square, along the public walkways and within the square is still in need of upgrade.

This public environment upgrade should significantly improve the physical quality of square, safety, lighting, walkability, functionality and allow for recreational or communal activity.

Implementation should focus on place identity and the creation of a quality public environment based on the following:

- Unique and quality public space through upgrade and beautification of existing ones and establishment of new ones where proposed
- Improved walkability and legibility to encourage walking through provision of safe and convenient pedestrian routes to BRT stations.
- Improve the tourism attraction to the inner city.
- Preserve and promote heritage and history.
- Preserve and promote green spaces

The implementation of this project will take place in the JDA financial year of 2010/2011.

The public environment upgrade boundaries are defined between President Street in the north, Harrison Street in the east, Market Street in the south and Fraser Street in the west.

Preferences are offered to tenderers who have Black Equity Ownership, Black Executive Management and General Workforce participation.

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 the construction of the Chancellor House Structural Repair and Refurbishment. In addition the Occupational Health and Safety Consultant will be responsible for developing a comprehensive

**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

health and safety specification applicable to specific project, undertaking risk identification assessments, evaluation and approval of occupational health and safety plan.

The scope overview of Occupational Health and Safety services required is as follows:

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

The quotation must be submitted on the letterhead of your business and delivered - by hand not later than Thursday **12h00 on 27 January 2011** – to the JDA's offices, Ground Floor, The Bus Factory, 3 President Street, Newtown, Johannesburg.

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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.
- 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.

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

**Yanda Tolobisa**

**Assistant Development Manager**

011 688 7884

[ytolobisa@jda.org.za](mailto:ytolobisa@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, 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.