



a world class African city



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)
Fax +27(0) 11 688 7899/63
E-mail: info@jda.org.za

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

DATE: 29 November 2010

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

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

Public art consultancy services which comprise of commissioning, design, procurement, supply and installation of the public art work for Diepsloot Project 1B.

The Johannesburg Development Agency (JDA) in collaboration with the Directorate of Arts, Culture and Heritage (ACH) is calling for proposals from service providers to manage the procurement, design and installation of public artwork by local artists. The successful service provider will be required to facilitate and/or develop an art work theme for the Diepsloot Project 1B – Ingonyama Road in conjunction with the Diepsloot community.

The commissioning processes for the artworks will be closed calls to the Diepsloot artists requesting artists to compete to be short-listed and then adjudicated by the Advisory Committee.

The acquisition of public artwork is a component of a larger strategic intervention, which is being undertaken in order to upgrade facilities and to promote the art, culture and heritage of Diepsloot area. The estimated budget is R300 000-00 for public art within the area. The services will include but not be limited to the following:

- Arranging and facilitating artwork workshops with the artists in the Diepsloot area;
- Sourcing suitable artists within the Diepsloot area to participate on the workshops;
- Facilitate the assembling and management of a Public Art Advisory Group to select artworks where necessary
- Guiding the winning individual/s or groups of artists with the commissioning of the artwork; in terms of their roles and responsibilities and the necessary production and implementation methods for each artwork.
- Management of the selection of artworks (including all administration consistent with this)
- Assist the artists with budget breakdowns and checking of deliverables;
- Ongoing consultation and overseeing of project plan, creative direction and the programme of deliverables
- Manage the artists to ensure timeous rollout of the artworks;
- Provide Health and safety guidance and inspections;
- Management of the installation of artworks.

The contract period is six months.

Building a better city

Directors
N. Fraser S.Sengani A. Roriston L. Matlhape V. Mokwena J. Vilakazi L. Vutula L. Bethlehem (CEO) R. Moola
A. Goldsmith (Company Secretary)
Registration Number: 2001/005101/07

The Youth Centre in Diepsloot will be made available for conducting workshops for the purposes of the project. This venue will be provided at no cost to the service provider.

The quotation must be submitted on the letterhead of your business and must be delivered by hand not later than 12H00 on Wednesday 8th December 2010 to: Johannesburg Development Agency, The Bus Factory, 3 President Street, Newtown. Johannesburg. The quotation should also include a valid Tax Clearance Certificate, company profile, CV's of key individuals and references for similar work undertaken. Proposals must be placed in a sealed envelope. The words "Tender for Diepsloot Project 1B Public Art Consultants" must be clearly written or typed on the envelope. The envelope must be deposited in the tender box at the Johannesburg Development Agency, Ground Floor, 3 President Street, The Bus Factory, Johannesburg. No late/telephonic/faxed/postal/e-mail tenders will be accepted or considered.

The quotation must be submitted on a letterhead of your business and can be faxed or delivered by hand not later than 12H00 noon **8th December 2010** to the following address:

Attention: Ms. N. Sibiya
Johannesburg Development Agency,
President Street
The Bus Factory
Newtown
Johannesburg, 2000

The following conditions will apply:

- Bidders are to submit quotations as per the requirements outlined under "Presentation of Quotations" below
- A copy of the municipal account;
- 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;
- 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 state¹

Failure to comply with the above conditions may invalidate your offer.

Yours faithfully

Nokuthula Sibiyi
Development Manager

Tel: 011 688 7858
Fax: 011688 7899
Cell: 073 146 5624
Email: nsibiyi@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.

PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (not to exceed 30 pages) and comprehensible report that must provide the JDA and ACH 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/Profile, lists of similar projects including client name, contact person, telephone number, value of the works, and fee value.

2. Provide an organogram for the company and note designations, as well as qualifications and the number of years experience in the field of public art work consultancy. Attach detailed résumés of key individuals.
3. Bidders 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. Bidders are to provide a detailed summary of their proposed services.
5. The deliverables must be included in a programme with clearly defined tasks.
6. Bidders must indicate their SMME status.
8. An original valid Tax Clearance Certificate.
9. The Declaration of Interest and the BEE Forms as found on the JDA website, must be scrutinized, completed and submitted together with your quotation.

Note for joint ventures

- The items above are to be addressed and completed by EACH member of the joint venture
 - An agreement between all parties of the joint venture is to accompany the tender submission
 - A lead consultant is to be appointed and noted in the submission
 - BEE status is to be based on a profit sharing ratio and is to be verified by independent auditors if the tender is successful. This will be for the bidders cost.
-