

**City of Johannesburg**  
Johannesburg Development Agency

No 3 President Street  
The Bus Factory  
Newtown  
Johannesburg, 2000

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Date: 09 April 2010

## **REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

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

### **Tourism Sign Manufacturers for the production and installation of 59 Tourism signs**

The JDA is requesting proposals from suitably qualified and registered tourism sign manufacturing companies to provide and installed 59 Tourism signs as per JRA's requirements.

The main purpose of the project is to ensure that signage is manufactured and installed for the 2010 world cup

The outlined scope of the traffic engineering services required is as follows:

- Manufacture and install 59 Tourism signs for the Newtown Precinct.
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Please note the following:

- 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 Sign Manufacturing- Newtown Signage**" 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 19 April 2010** – to the JDA's offices, Ground Floor, The Bus Factory, 3 President Street, Newtown, Johannesburg.

### **The contract period is 1 months**

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.

### **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

- 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

**Celestine Mouton**  
**Development Manager**  
011 688 7851  
[cmouton@jda.org.za](mailto:cmouton@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.

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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.