



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)
Tel +27(0) 11 688 7867 (D)
Fax +27(0) 11 688 7899/63
E-mail: info@ida.org.za

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

DATE: 12 June 2008

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

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

The JDA has recently completed a Green Buildings Manual. The JDA is calling for service providers to do the layout, and printing of the manual. The following services are required:

- a) Adaptation of the existing design and layout of the document to one compatible with the corporate identity of the City of Johannesburg and JDA
- b) The printing of 150 copies of the document
- c) It is anticipated that there will be 60 pages per copy of the manual
- d) All pages will be printed in colour

The layout and printing need to be completed by 30 June 2008. The Green Buildings Manual will be available for collection from the JDA only by appointment (Ms Rhoda Damba – 011 688 7820, dambar@jda.org.za)

The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than the 19th June 2008 to: The Bus Factory, No 3 President Street, Newtown.

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.
- The successful provider will be the one scoring the highest points

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

NB: No quotations will be considered from persons in the service of the state¹

Failure to comply with these conditions may invalidate your offer.

Yours faithfully
Dr Kirsten Harrison

ⁱ * 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.