



a world class African city

29 October 2008



City of Johannesburg
Johannesburg Development Agency

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Dear Sir / Madam

REQUEST FOR PROPOSALS FOR FORMAL WRITTEN PRICE QUOTATIONS

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

OCCUPATIONAL HEALTH AND SAFETY CONSULTANT

The Johannesburg Development agency invites suitably qualified and registered professional Occupational Health and Safety firms to submit quotations for the provision of Health and Safety consultancy services. The main scope of work for the requested service is to evaluate and approve the health and safety specification submitted by the appointed contractor and assist in ensuring compliance with the Occupational Health and Safety regulations in accordance with the latest Occupational Health and Safety act, for the public environment upgrade of Maurice Freeman Park, Bertrams Park and End Street Park (three parks) in the Greater Ellis Park Development. The contract construction period is envisaged to be 6 months commencing on the 16th October 2008.

Apart from contributing to the overall enhancement of the precinct in terms of recreational opportunities and aesthetic appeal, the upgrade of the parks will serve to address aspects such as safety, functionality and optimal utilisation.

The full scope of Occupational Health and Safety service required is as follows:

It must be noted that all three of these Parks are to be implemented by the same Contractor under the same project.

- Develop a **comprehensive and project specific occupational health and safety specification for the project** as is required by Construction Regulation 4 (1). This specification will form the benchmark and basis to evaluate the appointed principal contractor's health and safety plan.
- Assist JDA and its professional team to **evaluate the principal contractor's occupational health and safety plan for the project** to ensure that it is responsive to JDA's occupational health and safety specification and that the principal contractor has among others allowed sufficient budgetary provision for occupational health and safety in their tendered amounts as is required by Construction Regulation 4 (1) (h).
- Undertake **monthly compliance assessment** on behalf of the JDA as per Construction Regulation 4 (1) (d) of the project so as to ensure that the principal contractor has implemented and maintain the agreed occupational health and safety plan. The output of these assessments would include reports that comprise detailed overview of the operational and legal risks identified, substantiation of the risks, photographs to support the findings as well as proposed risk mitigation for consideration.
- Undertake a **final risk and compliance assessment** on completion of the project to support the reduction of possible public liability and reputation risks for the JDA and professional team and any exposures including proposed risk mitigation measures would also be provided for consideration.

Building a better city

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

The proposals must be submitted on the letterhead of your business and must be delivered by hand not later than **16.00 on Wednesday 05th November 2008** to: Johannesburg Development Agency, The Bus Factory, 3 President Street, Newtown. Johannesburg. The quotation should also include a company profile, methodology and references for similar work undertaken. Proposals must be placed in a sealed envelope. The words "Quotation for the Maurice Freeman, Bertrams Park and End Street Parks Upgrade Health and Safety Consultant" 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 proposals will be accepted or considered.

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

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

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Ms Joselyne Davids

Assistant Development Manager

Johannesburg Development Agency

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An Agency of the City Of Johannesburg

[Disclaimer](#)

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.