

30 May 2008

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the provision of Accounting services for the period of June to September 2008

Nature and scope of the work to be performed in relation to the 2007/08 financial year is as follows:

- High-level review of identified accounting records for accuracy and completeness;
- Assistance with the preparation of working papers for audit purposes, where necessary; and
- Assistance with the preparation of journals to correct accounting records, where necessary

The quotation must be submitted on the letterhead of your business and can either be emailed or delivered by hand not later than 2008 June 06 to: 3 President Street, Bus Factory, Newtown. Email: mtshela@jda.org.za

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 point

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

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Maggie Tsehla

Accountant

Johannesburg Development Agency

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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.

DELIVERY ADDRESS: 3 President Street, Bus Factory, Newtown.