



a world class African city

28 July 2008



City of Johannesburg  
Johannesburg Development Agency

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The Bus Factory  
Newtown  
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Dear Sir / Madam

**REQUEST FOR PROPOSALS FOR A TRAVEL AGENT TO MANAGE A JDA TRIP TO  
LONDON, UNITED KINGDOM AND MADRID, SPAIN BETWEEN  
11 OCTOBER AND 18 OCTOBER 2008**

The Johannesburg Development Agency (JDA) is a wholly owned agency of the City of Johannesburg which stimulates and supports area-based based development initiatives throughout the Johannesburg metropolitan area in support of the City of Johannesburg's Growth and Development Strategy.

As development manager of these initiatives, the JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders.

Kindly furnish me with a written quotation for the supply of the professional services as stipulated below. The professional services refer to the management fee that will be secured by the travel agent in undertaking this work.

The JDA invites tenders from suitably experienced travel agents to coordinate the travel and accommodation logistics for the aforementioned international travel. The scope of work includes:

- Organising flights and accommodation for 10-12 people
- The tour will depart from Johannesburg International for London, United Kingdom on 11 October 2008. The tour will return to Johannesburg on 18 October 2008.
- The tour will fly from London Heathrow to Madrid, Spain on the afternoon of Wednesday 15 October 2008 and return to London, Heathrow on Saturday 18 October 2008 in time to catch the flight back to Johannesburg.
- Accommodation will need to be booked for 3 nights in London and 2 nights in Madrid.
- Transfers to and from airports in London and Madrid will need to be organised
- The travel agent should be able to facilitate a visa service for the Madrid, Spain leg of the tour

The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than 12.00 on Monday 7 August 2008 to: The Bus Factory, 3 President Street, Newtown. Johannesburg. The quotation should also include a company profile and references for similar work undertaken. Experience in this type of trip must be demonstrated.

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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.

**Building a better city**

**Directors**

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

- 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.

The Johannesburg Development Agency's selection of qualifying tenders will be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular tender. Correspondence shall be entered into with the successful tender.

The JDA reserves the right not to appoint a service provider.

Enquires can be directed to K Harrison on 011-6887841 or kharrison@jda.org.za

**NB: No quotations will be considered from persons in the service of the state<sup>i</sup>**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Dr. K. Harrison  
Executive Manager: Planning and Strategy

<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.

**DELIVERY ADDRESS:**

The Bus Factory  
3 President Street, Newtown, Johannesburg



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(a) a member of –  
(i) any municipal council;



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DELIVERY ADDRESS:

**{Insert delivery address}**\_\_\_\_\_