



a world class African city



City of Johannesburg
Johannesburg Development Agency

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3 September 2008

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: EMPLOYMENT EQUITY REPORTING AND PLANNING

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

The JDA requires a consultant with knowledge of Employment Equity Planning and Reporting to handle the following matters on behalf of the JDA:

- Finalising the Employment Equity Report of JDA for the two year period 1 October 2006 to 30 September 2008
- Finalising the Employment Equity Planning for the JDA
- Ensure that the JDA legally comply with the Employment Equity Act, No 55 of 1998 as amended
- All of the above needs to be delivered before the 1st of October 2008.

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 Thursday 11 September 2008 to:

Contact : Neels Reyneke
Tel : (011) 688-7881
Fax : (011) 688-7899
Email : nreyneke@jda.org.za

Address :Johannesburg Development Agency
: No 3 President Street
: The Bus Factory
: Newtown

The quotation should also include a company profile and references for similar work undertaken. Experience in this type of work must be provided.

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 available for download on the website (www.jda.co.za) 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 stateⁱ

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE

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.