



a world class African city



City of Johannesburg
Johannesburg Development Agency

No 3 President Street
The Bus Factory
Newtown
Johannesburg, 2000

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Marshalltown
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Fax +27(0) 11 688 7899/63
E-mail: info@jda.org.za

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

25 March 2009

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with written price quotations for the following services the production of JDA branded promotional material.

SCOPE OF WORK

Service Providers are asked to provide quotes for the elements listed below bearing in mind that all materials produced will bear two corporate logos applied onto items as per the JDA Corporate Identity.

ITEM	QUANTITY
Laser Pointer Pens	100
Pens	100
Notepads	150
Hard Cover Wire Bound Notebooks	100
Mouse pads	100
Nylon Folders	50
Leather Folders	50
Key rings	100
Leather Card Holders	100
Flash Discs (1GIGABYTE)	100

Service Providers are requested to give a clear specification of each item as well as price per unit item.

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than 12.00 on the Thursday, 2 April 2009 to: The Bus Factory, 3 President Street, Newtown, Johannesburg.

Building a better city

Directors

L. Vutula (Chairperson) A. Roriston L. Matlhape D. Lewis N. Lila D. Naidu P. Masilo L. Bethlehem (CEO) R. Moola
A. Goldsmith (Company Secretary)
Registration Number: 2001/005101/07

Enquires can be directed to Susan Monyai on 011-688 7867 or monyais@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 available on the JDA website under the **Tenders** page and must be scrutinized, completed and submitted together with your quotation.
- The successful provider will be the one who scores the highest points.

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

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.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Susan Monyai

Marketing Specialist

Tel: 011 688 7867

e-mail: monyais@jda.org.za

The quotation must be submitted on the letterhead of your business and can either be emailed to monyais@jda.org.za or delivered by hand not later than **Thursday, 2nd April 2009 at 12h00 to: 3 President Street, Bus Factory, Newtown**