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City of Johannesburg
Johannesburg Development Agency

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS from Occupational Health and Safety Consultants

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

The implementation and maintenance of the Occupational Health and Safety Compliance Management System for the Inner City Core Public Environment Upgrade project.

The contract period is 8 months commencing on 29 October 2009 and ending on 30 June 2009.

The quotation must be submitted on the letterhead of your business and delivered - by hand not later than **12h00 on Tuesday 13th October 2009** – to the JDA's offices, Ground Floor, The Bus Factory, 3 President Street, Newtown, Johannesburg.

The following conditions will apply:

- Tenderers are to submit quotations per the requirements outlined under "Presentation of Quotations" below
- 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).

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

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Joy Jacobs
Development Manager
011 688 7828
jjacobs@jda.org.za

Building a better city

Directors

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

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 an employee of Parliament or a provincial legislature

PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (not to exceed 30 pages) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the project successfully. The report should **use the same item numbers as below** for the required sections of the report. The following information must be clearly spelt out :

1. Company Background, lists of projects including client name, contact person, telephone number, value of the works, and fee value.
2. Provide an organogram for the company and note designations, as well as qualifications and the number of years experience in the field of occupational health and safety. Attach detailed **résumé's of key individuals**.
3. Tenderers are to illustrate where the proposed team is currently committed and what percentage of their time is spent on said commitments. The value of each commitment must also be declared as well as a percentage estimate of the time planned to be dedicated to this project.
4. Applicants are required to submit detailed quotations based on identifiable deliverables defined in rand terms. Applicants are to submit a cash flow which illustrates the fee proposal linked to deliverables. All disbursements, etc are to be **included** in the quotations. Tenderers are to provide a detailed summary of their proposed services.
5. The deliverables are to include the following :
 - Assessment and the analysis of the potential risk attached to the project
 - Development of a project specific health and safety specification
 - Evaluation and approval of the principal contractor's health and safety plan
 - Visits to sites to conduct regular monitoring audits
 - Attend one technical meeting for presentation of the audit report per month x 8 months
 - Conduct a final compliance audit on completion of the project
6. The applicant's SMME status.
7. Proof of registration with the appropriate engineering authority.
8. An original valid Tax Clearance Certificate.
9. The Declaration of Interest and the BEE Forms as found on the JDA website, must be scrutinized, completed and submitted together with your quotation.

Note for joint ventures

- The items above are to be addressed and completed by **EACH** member of the joint venture
- An agreement between all parties of the joint venture is to accompany the tender submission
- A lead consultant is to be appointed and noted in the submission
- BEE status is to be based on a profit sharing ratio and is to be verified by independent auditors if the tender is successful. This will be for the tenderers cost.