



a world class African city



City of Johannesburg
Johannesburg Development Agency

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1 October 2009

Dear Sir / Madam

REQUEST FOR PROPOSALS FOR A SERVICE PROVIDER TO PREPARE THE BUSINESS PLAN FOR THE JDA FOR THE FINANCIAL YEAR 2010/11

The Johannesburg Development Agency (JDA) is a wholly owned agency of the City of Johannesburg which stimulates and supports area-based development initiatives throughout the Johannesburg metropolitan 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 JDA invites proposals from service providers with experience in undertaking the development of business plan for public sector organisations.

The purpose of the request for proposals is to secure a service provider who can prepare a business plan for the 2010/11 financial year. A business plan is required to be prepared for first draft submission to the City in December 2009. The overall purpose is to set the strategic direction of the JDA as well as specific operational requirements and overall project deliverables. The finalisation of both an operating and capital budget is a key element of the business planning process. In addition the updating of the JDAs scorecard forms a component of the business plan.

The business plan task will supply **at least** the following:

- Drafting the introductory sections on the basis of discussions with the CEO and the Executive Manager: Planning and Strategy
- Coordination and compilation of the necessary inputs including governance overview, human resources, financials and project plans
- Preparation of the required information in all fields as required by the City's most recent business plan template
- A first draft business plan to be prepared by 1 December 2009
- A second draft business plan will be prepared for January 2010 following feedback from the Department of Development Planning and Urban Management and the Shareholder Unit of the City.
- Following final budget reviews and commitment and additional comments, the business plan will be finalised for submission on the required date (tentatively May 2010)

This task will commence by 20 October 2009 and the completion date is 31 May 2010.

Building a better city

Directors

L. Vuthula (Chairperson) A. Roriston L. Mathape D. Lewis N. Lila D. Naidu P. Masilo L. Bethlehem (CEO) A. Goldsmith (Company Secretary)

Registration Number: 2001/005101/07

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 15 October 2009 to: The Bus Factory, 3 President Street, Newtown. Johannesburg. The quotation should also include a company profile and references for similar work undertaken.

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 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 T. Zack on 011-6887841 or tzack@jda.org.za

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

Dr. T. Zack
Acting Executive Manager: Planning and Strategy

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.

DELIVERY ADDRESS:

The Bus Factory
3 President Street, Newtown, Johannesburg
