



a world class African city



City of Johannesburg
Johannesburg Development Agency

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20 July 2009

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: EXECUTIVE COACHING

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 Executive Coaching to provide the following services to the JDA:

- Development of a Executive Coaching programme in General Management for Executive Managers for a period not longer than 12 months;
- Meet with the CEO and the relevant persons to determine the structure and content of the programme;
- Provide the CEO with regular progress updates by means of bi-monthly meetings;
- Provide the CEO with a final close out report summarising the progress made regarding the coaching programme;
- The price quotation must be compiled per person entered into a coaching programme as described above.

The quotation must be submitted on the letterhead of your business and can either be faxed, e-mailed or delivered by hand not later than **12:00 on Thursday 31 July 2009** to: Neels Reyneke, The Bus Factory, 3 President Street, Newtown. Johannesburg / nreyneke@jda.org.za / Fax nr. 0865568865.

Contact details: Neels Reyneke (office) 011 688 7881 (cell phone) 079 888 5542

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

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

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 (http://www.jda.co.za/tenders/index_tenders.stm) 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

Neels Reyneke

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.