



a world class African city



City of Johannesburg  
Johannesburg Development Agency

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6 May 2009

Dear Sir / Madam

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: RETENTION POLICY

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 Retention Strategies to handle the following matters on behalf of the JDA:

- Development of a Retention Policy for the JDA;
- Meet with the Executive Committee (EXCO) and the Staff Forum of the JDA to determine the structure and content of the policy;
- Provide the JDA with a final policy document which will be presented to EXCO and the HR & remuneration Committee for consideration.

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 15 May 2009** to: Neels Reyneke, The Bus Factory, 3 President Street, Newtown. Johannesburg / [nreyneke@jda.org.za](mailto:nreyneke@jda.org.za) / Fax nr. 0865568865. 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

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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](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 state<sup>i</sup>**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE

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<sup>i</sup> \* 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.