



a world class African city



City of Johannesburg
Johannesburg Development Agency

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Date: 11 November 2009

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of the following goods/ services

Community Participation Consultancy Services for the Westgate Station Bus and Taxi Rank Upgrade

The JDA is requesting proposals for Community Participation Consultancy services for the upgrade of the Westgate Station Bus and Taxi Rank.

The main purpose of the project is to increase the holding area for the existing rank, for the overflow of buses that need to use the space. This will entail re-organization and re-formalization of the circulation and holding spaces for both the taxis and buses. A vacant land parcel on the south end of the Taxi Rank is being purchased by the JDA for this purpose. A traffic study and plan will be conducted by a civil/traffic engineering company appointed for the project. The implementation of this project will include part of the public environment upgrade (ie: pavements and curbing). The upgrade should significantly improve the physical quality and capacity of the rank but these interventions will also be linked to focused urban management interventions.

The Westgate Station Bus and Taxi Rank Upgrade for this project is defined between Anderson Street in the north, Pat Mbatha Taxiway in the West, West Street in the East, and in the south is a road link between Pat Mbatha Taxiway and West Street.

Due to the need to protect the economic development in this area, implementation should focus on functionality and the creation of a quality public environment based on the following:

- Unique and quality public space through upgrade and beautification of existing ones and establishment of new ones where proposed
- A safe and functional interface with the pavements and streets for passenger access and circulation.
- Improved organization and legibility to encourage functionality through provision of safe and convenient layout of internal roads, entrance / exit access and parking facility.
- Improve the aesthetic appeal of the ranking area.

The JDA requires the services of a suitably qualified and registered professional Community Participation Consultancy firm to assist in surveying the existing site conditions for the project.

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

The outlined scope of Community Participation Consultancy services required is as follows:

1. Stakeholder identification and compilation of an interested and affected parties database
2. Skills and SMME audits and databases
3. Briefing with Ward Councillor/s and / or Ward Committee/s
4. Public Meetings x estimated 3 meetings
5. Ward public meetings x estimated 3 meetings
6. Project management x estimated 6 months
7. Appointment or Nomination of CLO/s
8. Assist contractors
9. Information dissemination and problem solving

Please note the following:

- As per the City of Johannesburg 2010 policy on public construction work, all construction is to be practically complete on the 30th April 2009. Thus the programme will reflect this unmovable completion date.
- Interested tenderers will be expected to visit the site to familiarise themselves with the existing facilities. Any further queries are to be directed to the responsible JDA representative herein signed below.
- The services of a multi-disciplinary civil/traffic engineering company have been sought through a public tender for the traffic assessment, planning and re-design of the facility.

The quotation must be submitted on the letterhead of your business and delivered - by hand not later than **12h00 on 20th November 2009** – to the JDA's offices, Ground Floor, The Bus Factory, 3 President Street, Newtown, Johannesburg.

The contract period is 6 months commencing on 23 November 2009 and ending on 30 June 2010

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 point

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

Yanda Tolobisa

Assistant Development Manager

011 688 7884

ytolobisa@jda.org.za

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.

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 **similar** (not all) projects including client name, contact person and telephone number.
2. Provide an organogram of the **individuals to be involved on this project** and note their designations. Attach detailed résumé's of **said individuals**. A company profile showing all members CV's is **not acceptable**.
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.

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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 applicant's SMME status.