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City of Johannesburg  
Johannesburg Development Agency

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## REQUEST FOR QUOTATION

**YOU ARE HEREBY INVITED TO QUOTE FOR GRAP TRAINING**

**DATE OF ISSUE:** 19 March 2025

**CLOSING DATE:** 26 March 2025

**CLOSING TIME:** 12H00

**RFQ DESCRIPTION:** REQUEST FOR QUOTES- PROVISION OF GRAP TRAINING FOR EIGHT JDA EMPLOYEES

### SPECIFICATION:

- **Training date:** 31 March 2025
- **Number of people to be trained:** 8 (eight)
- **Provide study material for 8 (eight attendees)**
- **Venue:** The Bus Factory, JDA Head office premises, no. 3 Helen Joseph Street
- **Training period:** one (1) day
- **Certificate of attendance:** required per attendee
- **The training must create and update an understanding of following:**
  - a) The scope of physical asset management, key concepts, and how these relate to the full asset life cycle management.
  - b) The legislative framework and requirements
  - c) Preparation of an adequate and effective institutional framework
  - d) Preparation of fixed asset register and asset maintenance plans
  - e) Best practice implementation techniques and applications for different assets and portfolios
  - f) Assessment of current practice maturity and identification of improvement needs
  - g) Preparation of an Asset Management Improvement Roadmap
  - h) How to gear the entity to implement the required change.

**COMMENTS** : Submissions are via e-mail and can be forwarded to Mr. Siyambonga Gcobo, e-mail address: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za) and for enquires to be forwarded to Mr SG Mkhize, the Senior Manager: Finance, can be contacted via email: [SMkhize@jda.org.za](mailto:SMkhize@jda.org.za) during office hours.

**DELIVER PLACE:** Offices of the JDA, The Bus Factory as per the letter head.

### Notes:

- Please send any enquiries before closing date and time.
- Quotations must be in the letter head of the company indicating vat exclusive and inclusive.
- Quotations are issued out in line with the Popi Act.

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- Quotations will be evaluated under the Preferential Procurement Regulation 2022.
- Quotations that are miscalculated will be disqualified.
- Quotations are valid for a period of 30 days.
- **Quotations must indicate both vat exclusive and vat inclusive.**
- Quotations received after closing date and time will not be accepted for consideration.

**Required Documents from the Bidder When Submitting a quote in their letter head (showing vat exclusive and inclusive):**

- Recommendation letter from previous client (government department, entity or municipality)
- BEE certificate
- Proof of banking details
- Municipal account of company directors
- Sars Tax pin certificate and
- Complete in full the separately attached JDA dbase forms.

The Evaluation Process

- Price and specific goal points

**Bids will be evaluated on an 80/20 (Price / Specific Goals) points basis in terms of Preferential Procurement Policy Framework Act of 2000, Preferential Procurement Regulation 2022.**

The following table is applicable in terms of specific goals.

The procedure for the evaluation of compliant tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the specific goals as stated in the tender document. These scores are combined to determine an overall score for the tender. The tenderer with the highest score will be considered for acceptance.

Points scored will be rounded off to the nearest 2 decimal places.

**FORMULA FOR SCORING TENDER PRICE**

The following formula will be used to calculate the points for price.

$$Ps = X [1 - \frac{(Pt - Pmin)}{Pmin}]$$

**Pmin**

Where

**Ps** = Points scored for competitive price of tender under construction

**Pt** = Comparative price of tender under consideration

**Pmin** = Comparative price of lowest acceptable tender

**X** = Points assigned to price

(see Table 1 below)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence

Race – people who are Black, Coloured or Indian (ownership)* More than 51% black ownership	<b>5</b>		• B-BBEE certificate or QSE/EME Affidavit; • Company Registration Certification • Certified Identification Documentation. • CSD report
Gender are women (ownership)* More than 51% women ownership	<b>10</b>		• Company Registration Certification • Certified Identification Documentation • CSD report
SMME (EME or QSE)	<b>5</b>		• BBBEE Certificate/ Affidavit CSD Registration
<b>Total Points</b>	<b>20</b>		<b>Failure to attach evidence will lead to scoring zero points</b>

**The successful bidder will be required to:**

- A) Prepare and provide hard copy and soft copies delegate course manuals indicating the training modules, their content, the respective training objectives and methods of assessment.
- B) Prepare and submit a training report summarizing the training conducted, the outcomes achieved, and delegates' feedback.