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SUPPLIER NAME: _____

**REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR THE CITY OF JOHANNESBURG**

**Procurement Less than R 200 000 (Including Vat)**

**(For publication on the City of Johannesburg Notice Board/s & Website)**

**The City of Johannesburg requests your quotation on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.**

| | |
|---|---|
| **ADVERTISEMENT DATE** | **23 November 2016** |
| **DEPARTMENT** | **Group Strategy, Policy Coordination and Relations** |
| **RFQ NUMBER:** | **R0339/16** |
| **DESCRIPTION OF GOODS/SERVICES** | **Supply,print and deliver of flags** |
| **RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:** | **The COJ Website – www.joburg.org.za/quotations**<br><br>**OR**<br><br>**FROM INFORMATION DESK**<br>**15TH FLOOR**<br>**METRO CENTRE**<br>**158 Civic Boulevard street**<br>**BRAAMFONTEIN** |
| **COMPULSORY REQUIREMENTS** | **PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION.** |
| **SUBMISSION OF QUOTES:** | **QUOTATION BOX, GROUND FLOOR, METRO CENTRE**<br>**158 Civic Boulevard street, Braamfontein** |
| **TIME:**<br>**CLOSING DATE** | **10h30**<br>**30 November 2016** |
| **ENQUIRIES:** | **DUDU NDLOVU**<br>**(011) 587-4357** |

**Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the City's Supply Chain Management Policies and Procedures.**

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# CHECKLIST

**RFQ NO:** **R0339/16**

***PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.***

| No | Details | √ |
|---|---|---|
| 1. | Original Certified Copy of Company Registration Document.(**NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS**) | |
| 2. | Rates & Taxes Invoice for Company OR Original Certified Copy Lease Agreement OR Original Certified Copy of Affidavit Certified by the SAPS(.(**NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS** ) | |
| 3. | Rates and Taxes Invoice for All the Directors of the Company OR Original Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS(**NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS**) | |
| 4. | Declaration on State of Municipal Account (Attached) | |
| 5. | MBD 4: Declaration of Interest (Attached) | |
| 6. | MBD 9: Certificate of Independent Bid Determination. (Attached) | |
| 7. | MBD 6.2: Local Content (Attached) | |
| 8. | MBD 8 :Declaration of bidder' past Supply Chain Management | |
| 9. | Original Certified Copy of BBBEE certificate.(**NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS**) | |
| 10. | Tax Clearance Certificate(**TENDER NOT GOOD STANDING**) | |
| 11. | Training Suppliers to be accredited with SITA | |
| 12. | Catering Suppliers to submit a Health Certificate | |
| 13. | All alterations have been signed. | |
| 14. | Quotation is signed. | |
| | | |

**SIGNATURE**_____ **NAME**_____

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# PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION COMPULSORY REQUIREMENTS

1. **Original tax clearance**

   **Please note that copies of tax clearance certificates are not valid as per SARS and they will not be accepted by the City of Johannesburg. Failure to provide the original tax clearance certificate will result in the quotation being disqualified.**

2. **Latest original certified copy of rate and taxes together with a completed "Declaration on State of Municipal Accounts" form. (Attached)**

   **Please note the following:**

   a) **There must be a Rates & Taxes invoice for each of the Directors of the Company as well as for the Company. The Rates & Taxes Invoice cannot be older than 3 months. If Rates & Taxes are in arrears for more than 3 months, the quotation will be disqualified.**

   b) **If the business is operated from the residence of one of the directors, an original affidavit, certified, must be submitted stating the address of the business premises.**

   c) **If the premises from where business is conducted or where a director is residing, is leased a copy of the lease agreement or an affidavit must be submitted.**

3. **The quotation page must be signed. If you are using your own format on your Company's letterhead to quote please ensure that the quotation is signed.**

4. **The attached MBD 9 form (Certificate of Independent Bid Determination) must be completed and submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation will be disqualified.**

5. **The attached MBD 4 form (Declaration of Interest) *must* be completed and submitted with the quotation. If the MBD 4 is incomplete or not attached the quotation will be disqualified.**

6. **Both the MBD 4 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4 & 9 forms must be dated within the quotation period.**

7. **Proof of Directors: A certified copy of your Company Registration Documents**

8. **An original certified copy of the B-BBEE Status Level Verification Certificate must be attached. If not attached no points for B-BBEE will be awarded.**

9. **All price alterations must be signed for by the Bidder confirming that such changes were made by the Bidder. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED.**

**I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS**

**SIGNATURE**_____ **NAME**_____

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**CONDITIONS**

1. All goods or services purchased will be subject to CoJ SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.

2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder..

3. To participate in the City's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on the City's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit. The City is dealing only with the registered and accredited suppliers on its Database.

4. All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.

5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.

6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.

7. Quantities are given in good faith and without commitment to the City of Johannesburg. The City reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.

8. ***THE CITY OF JOHANNESBURG DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.***

**I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS**

**SIGNATURE**_____ **NAME**_____

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**ADDITIONAL REQUIREMENTS**

**DECLARATION**

I certify that the information supplied is correct and I have read and understood the COJ General Conditions and Policies and Procedures and accept same

I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the quotation.

**SIGNATURE:** _____

**NAME:** _____

**CAPACITY:** _____ **DATE:** _____

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**SUPPLY CHAIN MANAGEMENT UNIT**
**P.O. BOX 7776**
**JOHANNESBURG**
**2000**

**VAT. NO: 4760117194**

**BIDDER:**

**TEL:**
**FAX:**
**Your Vendor Number With Us:**

| REQUEST FOR QUOTATION | |
|---|---|
| **RFQ NUMBER** | **RFQ DATE** |
| **R0339/16** | **23 November 2016** |
| **CONTACT PERSON** | |
| **NAME:** | **DUDU NDLOVU** |
| **TEL No:** | **(011) 587-4357** |

***PLEASE NOTE THAT YOU MUST BE REGISTERED ON THE CITY OF JOHANNESBURG SUPPLIER DATABASE***

**Submission Deadline:** **30 November 2016**
**Submission Time:** **10H30**

**VALIDITY OF RFQ: 30 DAYS**

**OFFICE USE ONLY:**
**PRICE/S TO BE VAT EXCLUSIVE**
**Please submit all Quotations to the fax number stated above**

RFQ'S above R30 000-00 to a maximum of R200 000will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000).

Points will be allocated as follows:

| | |
|---|---|
| **Points for price:** | **80** |
| **Points for B-BBEE (Max of 20):** | |
| **B-BBEE status Level of Contributor** | **Number of Points (80/20 system)** |
| 1 | **20** |
| 2 | **18** |
| 3 | **16** |
| 4 | **12** |
| 5 | **8** |
| 6 | **6** |
| 7 | **4** |
| 8 | **2** |
| Non-Compliant contributor | **0** |
| | |

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| | |
|---|---|
| SIGNATURE OF BIDDER | |
| CAPACITY | |

***PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.***

**REQUEST FOR QUOTATION (RFQ) NUMBER: R0339/16**

**Delivery Address:**

| ITEM NO. | DESCRIPTION | Quantity Required | Unit of Measure | Date required | Delivery Period / Lead time | Price per Unit of Measure (Excluding Vat) | Total (Excluding Vat) |
|---|---|---|---|---|---|---|---|
| **1.** | **Supply,print and deliver of flags** | **270** | | | | | |
| ***NB ANY AND ALL ALTERATIONS MUST BE SIGNED FOR BY THE BIDDER CONFIRMING THAT SUCH ALTERATION WAS MADE BY THE BIDDER. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL BE DISQUALIFIED*** | | | | | | ***Grand Total*** | |

***ALL BIDDERS MUST PLEASE MAKE SURE THAT THEY KNOW WHAT THEY ARE QUOTING FOR.***

**Conditions**

1. All prices quoted must be exclusive of Value Added Tax (VAT).
2. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
3. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
4. Quantities are given in good faith and without commitment to the City of JHB.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.

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| ITEM NO. | DESCRIPTION | Quantity Required | Unit of Measure | Date required | Delivery Period / Lead time | Price per Unit of Measure (Excluding Vat) | Total (Excluding Vat) |
|---|---|---|---|---|---|---|---|
| **1.** | **Country Flags Size 180 X 120:** Afghanistan, Albania, Algeria, Algeria, Andorra, Angola, Antigua, and Barbuda, Argentina, Armenia, Australia, Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belgium, Belize, Benin, Bhutan, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Brunei, Bulgaria, Burkina Faso, Burundi, Cabo Verde, Cambodia, Cameroon, Canada, Central Africa Republic, Chad, Chile, China, Colombia, Comoros, Democratic Republic of Congo, Republic of Congo, Costa Rica, Cote d'Ivoire, Croatia Cuba, Cyprus, Czech Republic, Denmark, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Guinea, Eritrea, Estonia, Ethiopia, Fiji, Finland, France, Gabon, Gambia, Georgia, Germany, Ghana, Greece, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, India, Indonesia, Iran, Iraq, Ireland, Israel, Italy, Jamaica, Japan, Jordan, Kazakhstan, Kenya, Kiribati, Kosovo, Kuwait, Kyrgyzstan, Laos, Latvia, Lebanon, Lesotho, Liberia, Libya, Liechtenstein, Lithuania, Luxembourg, Macedonia, Madagascar, Malawi, | **270 IN ALL** | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Malaysia, Maldives, Mali, Malta, Marshall Islands, Mauritania, Mauritius, Mexico, Micronesia, Moldova, Monaco, Mongolia, Montenegro, Morocco, Mozambique, Myanmar (Burma), Namibia, Nauru, Nepal, Netherlands, New Zealand, Nicaragua, Niger, Nigeria, North Korea, Norway, Oman, Pakistan, Palau, Palestine, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland Portugal, Qatar, Romania, Russia, Rwanda, Saint Kitts and Nevis, Saint Lucia, SAINT Vincent and The Grenadines, Samoa, San Marino, Sao Tome and Principe, Saudi Arabia, Senegal, Serbia, Seychelles, Sierra Leone, Singapore, Slovakia, Slovenia, Solomon Island, Somalia, South Africa, South Korea, South Sudan, Spain, Sri Lanka, Sudan, Suriname, Swaziland, Sweden, Switzerland, Syria, Taiwan, Tajikistan, Thailand Timor-Lester, Togo, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Tuvalu, Uganda, Ukraine, United Arab Emirates (UAE), United Kingdom (UK), United States of America (USA), Uruguay, Uzbekistan, Vanuatu, Vatican City (Holy See) Venezuela, Vietnam, Yemen, Zambia, Zimbabwe. | | | | | | |
| | **South African Flag 270 X180 CM** | | | | | | |

City of Johannesburg
Supply Chain Management Unit
Joburg
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**GRAND TOTAL PRICE=R**

**PLEASE QUOTE FOR ALL FLAGS**

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