



a world class African city

City of Johannesburg
Supply Chain Management Unit

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	25 November 2015
DEPARTMENT	Group Governance: Governance & Reporting
RFQ NUMBER:	R0293/15
DESCRIPTION OF GOODS/SERVICES	Terms of reference (tor) for the appointment of a service provider to review the evaluation and rating of integrated reports of the group and 11 municipal owned entities (entities) for the 2014/15 financial year
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	The COJ Website – www.joburg.org.za/quotations OR FROM INFORMATION DESK 15 TH FLOOR METRO CENTRE 158 Civic Boulevard street BRAAMFONTEIN
COMPULSORY REQUIREMENTS	PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION.
<u>SUBMISSION OF QUOTES:</u>	<u>QUOTATION BOX, GROUND FLOOR, METRO CENTRE</u> 158 Civic Boulevard street, Braamfontein
TIME: CLOSING DATE	10h30 02 December 2015
ENQUIRIES:	Mr. Lufuno Mashau :011 587 4397

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: R0293/15

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

No	Details	✓
1.	Copy of Company Registration Document	
2.	Rates & Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS	
3.	Rates and Taxes Invoice for All the Directors of the Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS	
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 6.4: Local Content (Attached) (IF REQUIRED)	
8.	Certified Copy of BBBEE certificate.	
9.	Original Tax Clearance Certificate	
10.	Training Suppliers to be accredited with SITA	
11.	Catering Suppliers to submit a Health Certificate	
12.	All alterations have been signed.	
13.	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 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 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. A 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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City of Johannesburg
Supply Chain Management Unit

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
R0293/15	25 November 2015
CONTACT PERSON	
NAME:	Mr. Lufuno Mashau
TEL No:	011 587 4397

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

Submission Deadline: 02 December 2015

Submission Time: 10H30

VALIDITY OF RFQ: 30 DAYS

OFFICE USE ONLY:	
PRICE/S TO BE VAT EXCLUSIVE	
<u>Please submit all Quotations to the fax number stated above</u>	
RFQ'S above R30 000-00 to a maximum of R200 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).	
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	
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CAPACITY	
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PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.

REQUEST FOR QUOTATION (RFQ) NUMBER: R0293/15

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.	Terms of reference (tor) for the appointment of a service provider to review the evaluation and rating of integrated reports of the group and 11 municipal owned entities (entities) for the 2014/15 financial year	See spec					
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						<i>Grand Total</i>	

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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SPECIFICATIONS

TERMS OF REFERENCE (TOR) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE EVALUATION AND RATING OF INTEGRATED REPORTS OF THE GROUP AND 11 MUNICIPAL OWNED ENTITIES (ENTITIES) FOR THE 2014/15 FINANCIAL YEAR

1. INTRODUCTION

The Group Governance department has been mandated to be the custodians of encouraging good governance practices in the City of Johannesburg. This is to ensure that Johannesburg becomes a world class, African City of the Future – a vibrant, equitable African City that is strengthened through its diversity and a City that provides sustainability for all its citizens, a resilient and adaptive society.

The City's long term-strategy, the Joburg 2040 Growth & Development Strategy outlines four outcomes, and Group Governance, as a member of the Governance Cluster in the City, responds to outcome 4. This outcome reads, 'A leading metropolitan government that pro-actively contributes to and builds a sustainable, socially inclusive, locally integrated and globally competitive Gauteng City Region (GCR)'. The City envisages a future where it will focus on driving a caring, responsive, efficient and progressive service delivery and developmental approach within the GCR and within its own metropolitan space, to enable both to reach their full potential as integrated and vibrant spaces.

"Integrated Reporting <IR> is a journey and it will take more than one reporting cycle to get there. As businesses start to use <IR> as a tool to better understand the connections between key resources and relationships that contribute to their success, and as a result make more informed decisions, the real value of integrated thinking and the integrated report will be realised."¹

The King III Code on Corporate Governance (2009) defines an integrated report as "a holistic and integrated representation of a company's performance in terms of both its finance and its sustainability. The aim of the integrated report is to clearly and concisely tell the story of the company, who it is and what it does and how it creates value, its strategy, opportunities and risks, its business model and governance, and the performance against its strategic objectives in a way that gives stakeholders a holistic view of the company and its future (Sustainability South Africa, 2014).

It is against this background that Group Governance has identified a great opportunity to evaluate and rate the Integrated Reports of the Group and 11 Entities in terms of the principles of the International Integrated Reporting Framework. Through this evaluation and rating, the entities and the Group are benchmarked against industry best practices and will be rated against each other and other corporations; which help to equip them in being contributors in ensuring that the City becomes a *well governed municipality that will result in an economically resilient City as envisaged by the GDS 2040*.

Municipal Owned entities find themselves in a unique operating environment whereby over and above preparing an Integrated Report in accordance with the <IR> Framework, they are still expected to comply with various prescriptive legislation such as King III, Municipal Finance Management Act (MFMA) Circular 63, Municipal Systems Act (MSA) and Companies Act. As a result, entities may find it increasingly challenging to prepare a report that encompasses all the Guiding Principles as per the <IR> Framework.

The Evaluation and Rating will further assist in building capacity within these entities by highlighting good improvements, gaps and providing mitigations to close the gaps identified.

2. OBJECTIVES

¹ Paul Druckman, CEO International Integrated Reporting Council (IIRC)



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The objective of the review of the evaluation and rating is to reward the Group and entities that have made great progress in the journey to integrated reporting for financial year 2014/15. The report on the review of the evaluation and rating will also provide feedback to the Group and entities on additional work that needs to be done to achieve a fully Integrated Annual Report which conforms to local and international benchmarks.

3. SCOPE OF WORK

The scope of the work is to review the evaluation and rating of the Integrated Annual Reports of the Group and 11 Entities against the requirements of the International Integrated Reporting Framework, Circular 63 Reporting Requirements of the MFMA, MSA and King III Code on Corporate Governance Principles of 2009. The exercise would also include a detailed report on the process and outcomes of this assignment.

The successful service provider should:

- 3.1. Develop and provide appropriate benchmarks for Local Government Integrated Annual Reporting;
- 3.2. Develop a methodology to review the evaluation and rating performed by the City of Johannesburg's Group Governance Department on Integrated Annual Report of the 11 Entities and the Group against the International Integrated Reporting Framework, Circular 63 Reporting Requirements of the MFMA, MSA and King III Code on Corporate Governance Principles of 2009;
- 3.3. Review the evaluation and rating outcomes produced by the City of Johannesburg's Group Governance Department;
- 3.4. Submit a detailed report to the City of Johannesburg which entails the process followed in reviewing the evaluation and rating exercise performed by the City, and the outcomes thereof. The report must also state the readiness of each entity and the Group to meet the standards of integrated reporting as per the <IR> Framework;
- 3.5. Thoroughly review the Integrated Reports of the Group and 11 Entities against the City's assessment and the principles of integrated reporting and industry best practice;
- 3.6. The confirmation of the ranking of the top 5 Integrated Reports against local and international benchmarks;
- 3.7. Provide a gap analysis between the City's top 5 integrated reports against the top 5 integrated reports as rated by a well recognised monitoring body (for example: Nkonki SOC Integrated Reporting Awards, EY's Excellence in Integrated Reporting Awards, etc.);
- 3.8. Provide examples on how the Group and/or an entity may improve on its integrated reporting as per the abovementioned standards.
- 3.9. Provide a trophy to be awarded to the institution that will take the first place on integrated reporting requirements.
- 3.10. Provide 30 copies of glossy reports
- 3.11. Design and provide award certificates of the top 5 winners.
- 3.12. Prepare and submit a detailed presentation to the City of Johannesburg's Group Governance Department

4. RATING CRITERIA

The best Integrated Annual Reports will be recognised according to the methodology specified below:

- Rating A - a recognition certificate and a trophy shall be awarded. (300 grams full color A4 matt)
- Rating B – a recognition certificate shall be awarded.
- Rating C below – no award shall be given.

5. GROUP GOVERNANCE RESPONSIBILITIES

Group Governance will provide the service provider with:

- 5.1 Integrated Reports of the 11 Entities and the Group;
- 5.2 Evaluation and rating assessment report of the 11 Entities and Group against the International Integrated Reporting Standards.



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- 5.3 The approach, methodology and checklist that has been used to evaluate and rate the Integrated Reports of the 11 Entities and the Group.
- 5.4 Overall performance management against project targets.
- 5.5 Provide the appointed service provider with the 2012/13 and 2013/14 Independent Evaluation and Rating Reports and;
- 5.6 Liaison and assistance in communicating with the Group and Entities.

6. COMPETENCIES AND EXPERIENCE OF THE PROSPECTIVE SERVICE PROVIDER

The prospective service provider to be appointed should have extensive knowledge of:

- 6.1. Local Government Legislation and Corporate Governance issues;
- 6.2. <IR> Framework;
- 6.3. King III Code on Corporate Governance; and
- 6.4. Experience in business planning, performance management and integrated reporting assessments with minimum experience of 3 years and proven record.

7. TIME FRAME

- 7.1. The assessments of the Integrated Report of the Group and entities should be finalised 30 days from the receipt of the integrated reports.

8. QUALIFICATION CRITERIA

Table A

CRITERIA	GUIDELINES	POINTS	TOTAL
Methodology and approach	Methodology to review the evaluation and rating performed by the City of Johannesburg on Integrated Annual Report of the 11 entities and the Group against the requirements of the integrated reporting standards.	30	30
Capacity and skills: Team composition	Proven track record on Evaluation and Rating of Integrated Reports; Curriculum vitae of the key personnel on the project;	10	20
		10	
Project plan	The Project plan will be evaluated taking into account the following; <ul style="list-style-type: none"> • Performance targets aligned to assessment requirements. • Provisional plenary target for the assessment work to be done on each entity and date of completion. • Data integrity/consistency matters addressed from sources. 	10	20
		5	
		5	



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Project related experience	<ul style="list-style-type: none"> The Company has done projects of similar nature (Minimum project 1 and maximum 5) 	1 = 5 2 = 10 3 = 15 4 = 20 5 = 25	30
	<ul style="list-style-type: none"> Contactable references on those specific projects 	5	
Total		100	100

9. BID EVALUATION CRITERIA

Proposals will only be evaluated based on the information as contained in the bidders' submissions.

Evaluations will as far as possible be based on evaluation templates prepared by the City of Johannesburg bid evaluation committee prior to opening of proposals. The criteria set out in the document shall be applicable and may not be altered after the submissions.

Proposals will be evaluated in terms of the Preferential Procurement Policy Framework Act using the 80:20 points system.

Only proposers who score 70 points and more on functionality will be able to proceed to be further evaluated in terms of the price competitiveness

10. RETURNABLE DOCUMENTS

- Original Valid Tax Clearance Certificate
- Municipal account of the company and director (s).
- MBD Form 4, 8 and 9
- Contactable references
- List of projects successfully completed
- Company profile outlining the organogram of the team
- CVs of key personnel on the project
- Qualifications of entire project team allocated
- Detailed project plan with timeframes
- Detailed pricing schedule.
- Original BEE Certificate or Certified copy of BEE

For more information please contact Mr. Lufuno Mashau on 011 587 4397



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