



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	30 September 2015
DEPARTMENT	GROUP STRATEGY
RFQ NUMBER:	R0207/15
DESCRIPTION OF GOODS/SERVICES	Strategic research – Contributing to the update of the Joburg 2040 growth and development strategy
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 07 October 2015
ENQUIRIES:	Zayd Ebrahim:083 405 9229

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.



a world class African city

City of Johannesburg
Supply Chain Management Unit

CHECKLIST

RFQ NO: R0207/15

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 _____



a world class African city

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 _____



a world class African city

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 _____



a world class African city

City of Johannesburg
Supply Chain Management Unit

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: _____



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
R0207/15	30 September 2015
CONTACT PERSON	
NAME:	Zayd Ebrahim
TEL No:	083 405 9229

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

Submission Deadline: 07 October 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



a world class African city

City of Johannesburg
Supply Chain Management Unit

SIGNATURE OF BIDDER	
---------------------	--

CAPACITY	
----------	--

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

REQUEST FOR QUOTATION (RFQ) NUMBER: R0207/15

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.	Strategic research – Contributing to the update of the Joburg 2040 growth and development strategy	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						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.



a world class African city

City of Johannesburg
Supply Chain Management Unit



a world class African city
SPECIFICATIONS

City of Johannesburg
Supply Chain Management Unit

STRATEGIC RESEARCH – CONTRIBUTING TO THE UPDATE OF THE JOBURG 2040 GROWTH AND DEVELOPMENT STRATEGY

TERMS OF REFERENCE

Preparation of 6 position papers based on Joburg 2040 Paradigm

1. INTRODUCTION AND BACKGROUND

The City of Johannesburg has embarked to update information contained in its Growth and Development Strategy.

The current strategy – Joburg 2040 Growth and Development Strategy – was passed in 2011 and does two things:

- It presents a clear statement of the long-term future development path that the City of Johannesburg plans to follow; and
- It identifies some of the major strategic decisions that need to be made if the City is to move forward rapidly along its chosen development path. This means that the Joburg GDS is not a document that will only become relevant at some point in the future. It frames programmatic choices in the medium term and operational choices in the short term.

A conscious decision has been made to position the GDS side-by-side with the Integrated Development Plan (IDP) that the Municipal Systems Act says all South African municipalities must produce. The City's GDS and its 5-Year IDP for the 2011-2016 term of office have been developed together through a single integrated process. Whereas the GDS charts the long-term strategic course, and makes some of the bigger, overarching decisions about what to emphasise if the City is to



a world class African city

accelerate growth and development, the IDP defines where we want to be after five years, and how we intend to get there

The dynamics in South African cities are fast, complex and challenging. The development context is changing at such speed, and sometimes in such bewildering ways, that it is impossible to know exactly what the future will bring and how municipal government will have to respond. New information on the economy, society and the environment is becoming available all the time. Sometimes this new information is profound, stimulating altogether different perspectives on what needs to be done to more rapidly advance development. Furthermore, the policy and strategy experience in other spheres of government, and in adjacent municipalities, is deepening day by day. This will mean periodic statements of new strategic approaches that the City will have to take into account. All this means that no long-term City Strategy will ever 'stand the test of time'.

The City must now, after five years, re-evaluate information contained in its Growth and Development Strategy at the end of the term of office to ensure that the document still provides a clear statement of the future development.

The City is commissioning a series of 6 position papers to inform the updated "future perspective" of the GDS. The 6 issue areas to be covered are the following:

- 1. The rise and implications of the middle class in Johannesburg**
- 2. A position on access to basic services and social inclusion in the City of Johannesburg**
- 3. A position on the state of human & social development in the City of Johannesburg**
- 4. A position on the state of economic growth & development in the City of Johannesburg**
- 5. A position on the state of environment, services and infrastructure in the City of Johannesburg**
- 6. Institutional development and governance in the City of Johannesburg**

This TOR is supported by the existing Joburg 2040 Paradigm (as outlined in the GDS).



a world class African city

6 different service providers will be appointed for each issue area.

2. CONTENT FOCUS

The service provider is required to produce a 35-50 page **Position Paper**. The position paper should include at least the following:

1. Johannesburg status quo and trends (summarize current knowledge of dynamics within the issue area). Provide a list of the top three areas for immediate focus and summarise the benefits of addressing the top three challenges/priorities. The service provider is expected to be familiar with the City's current plans and programmes that emanated from the 2011-2016 Term of Office.
2. Give an expert perspective on how developments are likely to unfold in future and motivate for the key projected challenges and priorities: 2016 to 2021 and beyond. Clarify what is currently *not known* about the issue area, why it is important to know more, and what can be done to deepen knowledge around the issue area at the City level
3. Provide an analysis and review of the current GDS Indicators and identify at least 3-5 indicators in line with proposed priorities. Provide a rational and recommendation on the methodology or system to track the proposed indicators and the reasonable frequency, sources of data etc.
4. Using the indicators, propose an enhancement of the developmental trajectory that is contained in the City's GDS Roadmap – breakdown of the GDS into three decades using the indicators and priorities. (Will be supplied).

The above will frame the City's general understanding of the issue area. However, the service provider is not required to deal with every single issue, concern and question. Innovations in helping the City understand the issue area from the best strategic perspective are welcome.

Please remember that it is assumed that the service provider will already have access to substantial data and analysis that can be synthesized into a brief Opinion Piece. It is assumed that **no primary data collection or analysis will be required** to write the paper.



a world class African city

Please note that although no original research is required for the Opinion Piece, the service provider's **writing output must be original.**

3. SCOPE OF WORK AND TIMEFRAMES

The budget for this Opinion Piece is a maximum of **R200 000, inclusive of VAT and disbursements.** The City reserves the right to appoint one service provider per paper per issue area, but a service provider may wish to tender for all four papers.

Depending on the service provider's rates it is assumed that this allows for approximately 17 to 20 days of working time. Within this time the service provider will need to allow for:

1. The preparation and drafting of a maximum 35-50 page paper;
2. Participation in a one day workshop at which all the commissioned work will be discussed. A brief presentation of the paper's findings may be required.
3. A minimum of 2 progress meetings with City of Johannesburg officials responsible for the Strategy Review.
4. A one page executive summary containing the 3 sections above.

The anticipated timeframes for the project are tabulated below. The City of Johannesburg will make every effort to ensure that these timeframes are adhered to. Because of internal deadlines for the completion of key parts of the reviewed City Strategy, the Opinion Pieces must be available for consideration by the City before the end of January 2016.



a world class African city

PROJECT STEPS	DATE
1. Circulation of TOR	September 2015
2. Submission of proposal	Determined by City's Supply Chain Department
3. Project go-ahead (please note that final signing of a letter of appointment will happen later than this date)	October 2015
4. Submission of full first draft	December 2015
5. If necessary, comments and suggested amendments from the City of Johannesburg	January 2016
6. Submission of final draft	End January 2016
7. One day workshop	February 2016

5. EVALUATION CRITERIA

Criteria	Guidelines	Points
1. Approach and Methodology	Project plan outline milestones and time frames as outlined under key outputs (deliverables)	20
	Develop a clear research proposal captured under scope of work (understanding the brief) indicative of utilizing relevant skills necessary to complete the project	40
TOTAL		60



a world class African city

2. Experience	Submission of one similar project <ul style="list-style-type: none"> • One similar project = 5 • Two similar projects = 10 	10
	Submission of a list of contactable reference <ul style="list-style-type: none"> • One contactable reference = 5 • Two contactable references = 10 	10
TOTAL		20
3. Capacity and Skills	Submit organogram outlining entire project team allocated for the request for proposal	10
	Submit qualifications and CV's of project team	10
	Members with a minimum competencies in Public Policy, Urban Planning, Research and Development, Strategic Planning and Management, knowledge management and information	
TOTAL		100
THRESHOLD		70
PRICE		80



a world class African city

RETURNABLE DOCUMENTS

- i. B-BBEE accreditation certificate
- ii. Valid original tax clearance certificate
- iii. Municipal rates and taxes for company and directors
- iv. Signed MBD 4,8+9
- v. List of similar projects
- vi. Contactable references
- vii. Project plan covering scope of work, deliverables and milestones
- viii. Company profile with CV's and Qualifications of the entire team allocated
- ix. Pricing schedule

PROJECT COMPLETION

- i. The successful bidder must demonstrate a competent methodology, the composition of a specialized team (skills and experience) and key responsibilities including the deadline for submission of outputs and milestone
- ii. An introduction letter will be provided by Group Strategy for a successful bidder to be able to conduct interviews with relevant officials and other stakeholders
- iii. Quality and professionally written documentation must be provided on a word documentation and CD with recordings or transcripts of Interviews

TIMEFRAMES

It is envisaged that the entire project be concluded within a duration of three (4) months from the appointment date.

SUBMISSION

All prospective bidders are invited to submit a proposal in accordance to the above specifications.

The evaluation of proposals and the selection of service provider is at the discretion of the City of Johannesburg taking into such factors as the service provider's rate, clear evidence of understanding of the issue area and expertise to conduct the work, prior experience in the field, and the Council's affirmative procurement policies. Any disputes arising with prospective service providers from the evaluation process will be referred to the Group Head: GSPCR, whose decision on the issue will be final and binding.



a world class African city

OTHER CONSIDERATIONS

Once the service provider is paid for the commissioned work intellectual property rights will reside with the City of Johannesburg. Please note that the City may wish to use content from the outputs submitted in its published versions of the City Strategy and other related documents. Full reference to the original author will be made in the text of the published document. The service provider may not use the material submitted in any other published paper or consultancy work without the prior permission of the City of Johannesburg. Permission will not unreasonably be withheld.

Depending on the quality of the commissioned work, as well as how the material is used, the City of Johannesburg may look to publish the various commissioned papers on its website or even in a formal academic publication. However, please note that the signing of any contract in no way whatsoever binds the City of Johannesburg to formally publish the commissioned work.

It is expected that the project manager of the service provider will meet regularly with Zayd Ebrahim, Deputy Director: Strategy and Research to discuss progress on the project.

All proposals must be addressed to:

Zayd Ebrahim
City of Johannesburg
Group Strategy, Policy Coordination and Relations
Office of the City Manager
13th Floor
Traduna Building
118 Jorissen Street
Braamfontein

Cell: 083 405 9229