a world class African city

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	**22 JUNE 2016**
DEPARTMENT	**OFFICE OF THE SPEAKER – COUNCILLOR AFFAIRS**
RFQ NUMBER:	**R0069/16 RE- ADVERT**
DESCRIPTION OF GOODS/SERVICES	**CALL FOR SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR LEADERSHIP BOOKS AND BRANDED CORPORATE GIFTS**
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	**The COJ Website – www.joburg.org.za/quotations** **OR** **FROM INFORMATION DESK** **15TH FLOOR** **METRO CENTRE** **158 Civic Boulevard street** **BRAAMFONTEIN**
COMPULSORY REQUIREMENTS	**PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION**
SUBMISSION OF QUOTES:	**QUOTATION BOX, GROUND FLOOR, METRO CENTRE** **158 Civic Boulevard street, Braamfontein**
TIME: **CLOSING DATE**	**10H30** **29 JUNE 2016**
ENQUIRIES:	**SHIRLYN SEROBATSE: 011 407 7487** **ELIZABETH MAZIBUKO; 011 407 7336**

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

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. **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.**

8. **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

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:** _____

a world class African city

CHECKLIST

RFQ NO: R0069/16 RE- ADVERT

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 6.2: Local Content (Attached) (IF REQUIRED)	
8.	Certified Copy of BBBEE certificate.	
9.	Original Tax Clearance Certificate**(TENDER NOT GOOD STANDING)**	
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

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**
R0069/16 RE-ADVERT	**22 JUNE 2016**
CONTACT PERSON	
NAME:	**SHIRLYN SEROBATSE** **ELIZABETH MAZIBUKO**
TEL NR:	**011 407 7487**
	011 407 7336

Submission Deadline: **29 JUNE 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**

a world class African city

SIGNATURE OF BIDDER	
CAPACITY	

REQUEST FOR QUOTATION (RFQ) NUMBER: RFQ 0069/16 RE-ADVERT

Delivery Address:

ITEM NO.	Description	Quantity Required	Local Product	*Date required*	Delivery Period / Lead time	Price per Unit of Measure (Excluding Vat)
1.	**LEADERSHIP BOOKS**	**SEE SPEC**				
2.	**BRANDED CORPORATE GIFTS**	**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***	

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.

Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.

PLEASE QOUTE FOR ALL ITEMS

a world class African city

SPECIFICATION

LEADERSHIP BOOKS

QUANTITY	AUTHOR/ ITEM	ISBN NO	TITLE	UNIT PRICE	TOTAL PRICE
150	Steve Covey	0743269519	7 Habits of highly effective people		
150	John C Maxwell	1455522236	15 Invaluable laws of growth		

BRANDED CORPORATE GIFTS

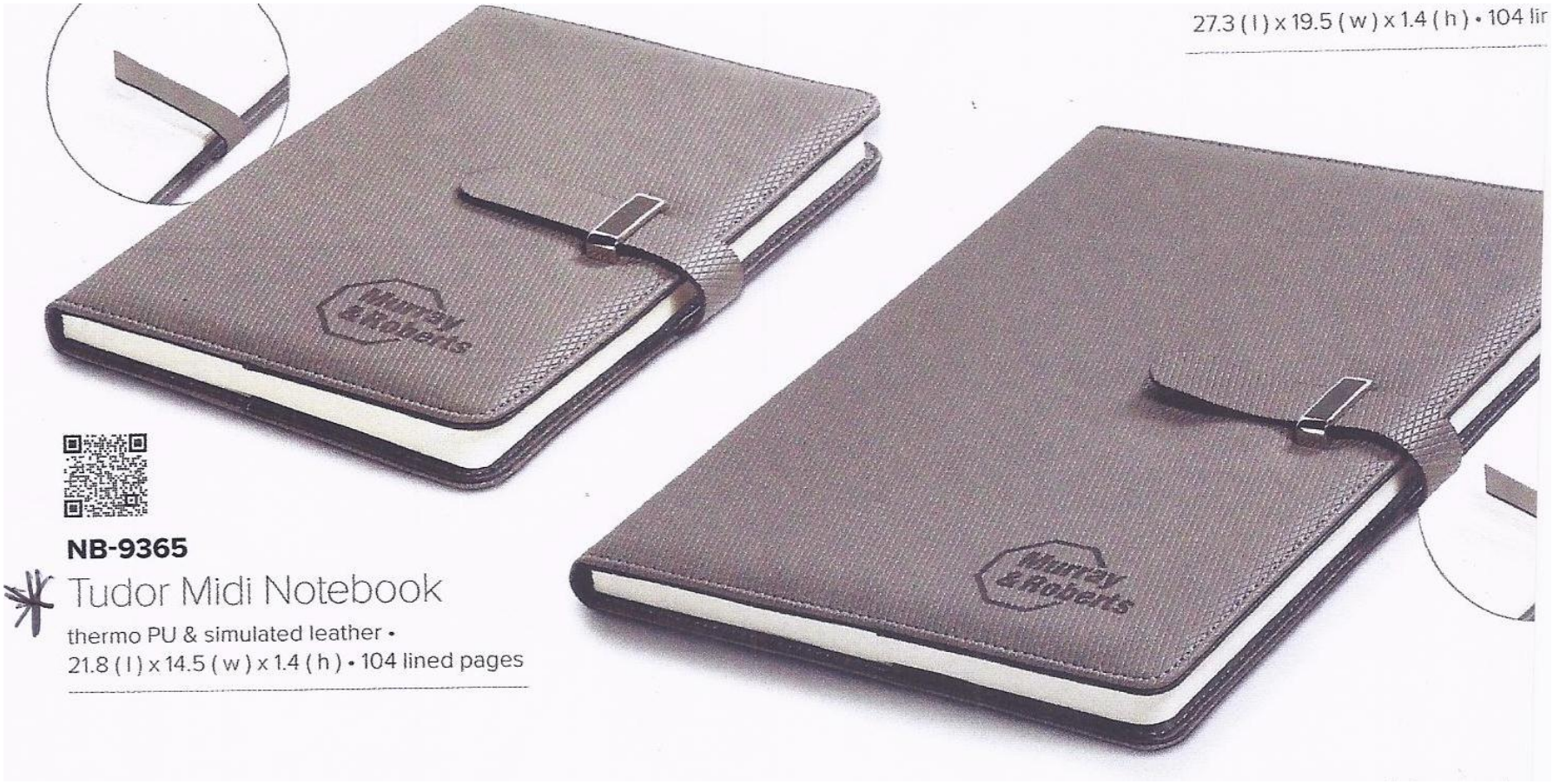
QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
300	Tudor Mini note books branded		
300	Coloured Barrel Brass Ballpoint		
300	Aura Highlighter Set unbranded		
300	Quazar Memory Stick and Laser Pointer branded		
300	Zoom Energy Bar branded in one colour		
100	LED Keychain light branded in one colour		
100	450 ml Double wall mug branded		
100	750 Tritan Bottle with Straw branded in one coluor		
300	Lazio Laptop Bag Branded		

See samples below and for more info please contact Shirlyn Serobatse 011 407 7487 (PLEASE QOUTE FOR ALL ITEMS)

a world class African city

NB!!!!! PLEASE QOUTE FOR ALL ITEMS

a world class African city



NB-9365

Tudor Midi Notebook

thermo PU & simulated leather •
21.8 (l) x 14.5 (w) x 1.4 (h) • 104 lined pages

a world class African city

USB-803

Quazar Memory Stick & Laser Pointer

plastic • 9 (l) x 2.5 (w) x 1 (h) • version 2.0 • microfibre presentation pouch: 10 (l) x 5 (w) • includes lanyard (not shown)

TECH-4242

Zoom Energy Bar

ABS • 7 (l) x 2.7 (w) x 3.2 (h) • lithium ion battery •
safety: short circuit, over charge & over discharge protection •
PS presentation case: 8.5 (l) x 3.5 (w) x 6 (h)

2800mAh	5V/1000mA	5V/2100mA
≤500 cycles	2-3 hours	2-3 hours

BL SW

IND520
Lazio Laptop Trolley Bag
Material: 600D Refined Nylon
42.5cm x 35cm x 19cm
Branding Option
A
1
SCREEN PRINT
HEAT PRESS
Max Branding Area: 50mm x 100mm
INDESTRUCTIBLE
Features
• Trolley Wheels
• Front Zippered Compartment
• Large Zippered Main Compartment With Padded Laptop Pocket
• Padded Carry Handle
• Extendable Handle
• Foot Stands
CABIN SIZE!
HOLDS MOST 15" LAPTOPS
Legal Solutions
Wellness Centre