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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.

<b>ADVERTISEMENT DATE</b>	<b>30 November 2016</b>
<b>DEPARTMENT</b>	<b>Transportation</b>
<b>RFQ NUMBER:</b>	<b>R0347/16</b>
<b>DESCRIPTION OF GOODS/SERVICES</b>	<b>Appointment of a service provider for the design and layout of 240 metro bus strip maps and 6 system maps</b>
<b>RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:</b>	<b>The COJ Website – <a href="http://www.joburg.org.za/quotations">www.joburg.org.za/quotations</a></b>  <b>OR</b>  <b>FROM INFORMATION DESK 15<sup>TH</sup> FLOOR METRO CENTRE 158 Civic Boulevard street BRAAMFONTEIN</b>
<b>COMPULSORY REQUIREMENTS</b>	<b>PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION PLEASE ATTACH A PROOF OF SIMILAR JOB</b>
<b><u>SUBMISSION OF QUOTES:</u></b>	<b><u>QUOTATION BOX, GROUND FLOOR, METRO CENTRE</u> 158 Civic Boulevard street, Braamfontein</b>
<b>TIME: CLOSING DATE</b>	<b>10h30 07 December 2016</b>
<b>ENQUIRIES:</b>	<b>Itumeleng Motsa 011 870 4603/2</b>

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:           R0347/16          

**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.( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
2.	Rates & Taxes Invoice for Company OR Original Certified Copy Lease Agreement OR Original Certified Copy of Affidavit Certified by the SAPS.( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
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( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
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.( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
10.	Tax Clearance Certificate( <b>TENDER NOT GOOD STANDING</b> )	
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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Supply Chain Management Unit

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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:** \_\_\_\_\_



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:** \_\_\_\_\_

<b>REQUEST FOR QUOTATION</b>	
<b>RFQ NUMBER</b>	<b>RFQ DATE</b>
R0347/16	30 November 2016
<b>CONTACT PERSON</b>	
<b>NAME:</b>	<b>Itumeleng Motsa</b>
<b>TEL No:</b>	<b>011 870 4603/2</b>

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

**Submission Deadline:** 07 December 2016

**Submission Time:** 10H30

**VALIDITY OF RFQ: 30 DAYS**

<b>OFFICE USE ONLY:</b>	
<b>PRICE/S TO BE VAT EXCLUSIVE</b>	
<b><u>Please submit all Quotations to the fax number stated above</u></b>	
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:	
<b>Points for price:</b>	<b>80</b>
<b>Points for B-BBEE (Max of 20):</b>	
<b>B-BBEE status Level of Contributor</b>	<b>Number of Points (80/20 system)</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0



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Supply Chain Management Unit

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:  R0347/16

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.	Appointment of a service provider for the design and layout of 240 metro bus strip maps and 6 system maps	240					
<b>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</b>						<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**

City of Johannesburg  
Supply Chain Management Unit

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## **SPECIFICATIONS FOR DESIGN AND LAYOUT OF 240 METRO BUS STRIP MAPS AND 6 SYSTEM MAPS**

### **REQUEST FOR QUOTATION FOR PROCUREMENT OF LESS THAN R200 000 FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN AND LAYOUT OF 240 METRO BUS STRIP MAPS AND 6 SYSTEM MAPS**

#### **1. PURPOSE OF THE REQUEST FOR QUOTATIONS**

The City is requesting quotations from service providers for the design and layout of 240 Metro Bus strip maps and 6 system maps in digital format in accordance to the City Of Joburg corporate identity.

#### **2. Background**

Metro Bus has been operating for a long time in the City of Johannesburg and also the outskirts. It covers Johannesburg South (Soweto, Lenasia, Eldorado Park, Meredale, Naturena, Ormonde), Johannesburg North (Sandton, Randburg, Rosebank,), Johannesburg East, Johannesburg West and also Johannesburg central. It has more than 240 routes and passengers have no access to route strip maps and system maps. The approach is to design route strip maps and system maps that will make it easier for passengers to navigate and identify bus stops.

- Design and layout of 240 route strip maps with bus stop names for Metro Bus
- Design of 6 system route strip maps of Metro Bus
- Design of a geographic map that will show the different areas whereby Metro Bus operates and landmarks





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### 3. SCOPE OF REQUEST FOR QUOTATIONS (RFQ)

The marketing department requires quotations from service providers on the notice board to assist with the following for the RFQ to be successful;

The service providers need to quote on the following:

- Design and layout of 240 route strip maps with bus stop names for Metro Bus.
- A design of 6 system route strip maps of Metro Bus.
- Design of a geographic map that will show the different areas where Metro Bus operates and landmarks.

### 4. Pricing Schedule

The service providers should provide proposals on how this work will be carried out and a project plan, the cost should be broken down as below:

Activity	Unit cost (excl vat)	Total cost(excl vat)
1. Design and Layout on 240 strip maps (Hours spent on design and layout per map)		
2. Design of 6 Metro Bus system maps (Hours spent on the design of each strip map)		
3. Design of geographic map (Hours spent on the design including the addition of animation)		

**GRAND TOTAL PRICE=R**

All costs to include and specify artwork, and related production charges, and excluding VAT



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## 5. EVALUATION OF THE PROPOSALS

Qualifications will be evaluated in terms of the following stages:

1. Preferential Procurement Policy Framework Act using 80\20 points system, where 80 points will be allocated to price and 20 points will be allocated to B-BBEE

**Evaluation Criteria will be based on Price, Preferential Procurement Policy Framework**

<b>Preference Point System</b>	
Price	80
B – BBEE	20
<b>Total</b>	<b>100</b>
<b>Supporting documents</b>	
1. Valid Original SARS Tax Clearance Certificate	
2. Company Registration Documents	
3. Up to date municipal account/statement for both the company (not older than 3 months). In case where a bidder is a lessee, a certified copy of a valid lease agreement must be supplied.	
4. B –BBEE Certificate (You will forfeit points allocated to B – BBEE if the B-BBEE certificate is not supplied)	

## 6. Enquiries

Responses to the request should be forwarded to: Itumeleng Motsa, [Itumelengmot@joburg.org.za](mailto:Itumelengmot@joburg.org.za) 011 870 4603/2 and or Corrine Lekhoane [Corrinel@joburg.org.za](mailto:Corrinel@joburg.org.za) 011 870 4616. There will be briefing session on the 25<sup>th</sup> of November 2016 at 11h00 on the 11th floor North boardroom at the Johannesburg Roads Agency building, 66 Henley Pixley and Rahima Moosa Street (Formely 66 Sauer and Jeppe Street), Johannesburg, CBD.



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