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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.

ADVERTISEMENT DATE	30 November 2016
DEPARTMENT	<b>Transportation</b>
RFQ NUMBER:	R0348/16
DESCRIPTION OF GOODS/SERVICES	Request for design, layout and printing of a 16 page A4 size Rea Vaya corporate brochure
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	The COJ Website – <a href="http://www.joburg.org.za/quotations">www.joburg.org.za/quotations</a>  OR  FROM INFORMATION DESK 15 <sup>TH</sup> FLOOR METRO CENTRE 158 Civic Boulevard street BRAAMFONTEIN
COMPULSORY REQUIREMENTS	PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION PLEASE ATTACH APROOF OF SIMILAR JOB QUOTATION BOX, GROUND FLOOR, METRO CENTRE
<u>SUBMISSION OF QUOTES:</u>	158 Civic Boulevard street, Braamfontein
TIME: CLOSING DATE	10h30 07 December 2016
ENQUIRIES:	Itumeleng Motsa:011 870 4603/2

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:           R0348/16          

**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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**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>
R0348/16	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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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: R0348/16

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.	Request for design, layout and printing of a 16 page A4 size Rea Vaya corporate brochure	See spec					
<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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**SPECIFICATION**

**SPECIFICATIONS FOR DESIGN, LAYOUT AND PRINTING OF A  
16 PAGE A4 SIZE REA VAYA CORPORATE BROCHURE**

**REQUEST FOR QUOTATION FOR PROCUREMENT OF LESS THAN R200 000, FOR THE  
SERVICES OF DESIGN, LAYOUT AND PRINTING OF 10 000, 16 PAGE A4 SIZE REA VAYA  
CORPORATE BROCHURE**

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

The City is requesting quotations from service providers to provide services of design, layout and printing of 10 000 16 page A4 size corporate Rea Vaya corporate brochure in 150 gsm.

**2. Background**

Rea Vaya is a Bus Rapid Transit (BRT) system which was adopted by the City of Johannesburg in 2006 and turned into reality on the 30<sup>th</sup> of August 2009. The project is implemented in phases to cover majority of the public transit areas. The first phase, Phase 1A, covered Soweto to Johannesburg CBD. The second phase, phase 1B, covered the Auckland Park, Park Town, Windsor and other suburbs to connect with Joburg CBD. There is a new route that is in the process of being launched which connects Joburg CBD and Sandton CBD via Louie Botha and will have access to Alexandra township and Greenstone. The corporate booklet will highlight all the aspects of Rea Vaya. This will include the key features, AFC system, business model, geographic and strip maps route maps, Rea Vaya milestones, the transition of the taxi industry into the bus operating company and general operations information. The current Rea Vaya marketing plan aligned to the political mandate emphasizes the use of brand leveraging platforms amongst related marketing themes classified as; conventional Promotion platform; Services marketing and internal Marketing and Corporate Social responsibility initiatives. To optimize this branding opportunity, the use of booklets will positively help in positioning Rea Vaya to passengers to orientate



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themselves within the system. More specifically outside people that are not familiar with the Rea Vaya system. The booklet will include the following:

- Design and layout of each page; this includes the format of picture(s)
- A design of a system strip map of Rea Vaya that will be included as the centerfold of the booklet
- Design of a geographic map (inclusive of the existing routes and future route). This will stretch from Soweto to Sandton and include Auckland Park, Windsor and also Randburg.
- An artist impression of three different scenarios that will be presented. Artist impressions will be architectural.
- Summarization of articles, proof reading and editorial of 12 articles.

### **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 a size A4 16 page corporate booklet in colour. This includes insertion of a picture in each page. The printing of 10 000 copies in full colour.
- A design of a system strip map of Rea Vaya that will be included as the centrefold of the booklet.
- Design of a geographic map (Inclusive of the existing routes and future routes). This will stretch from Soweto to Sandton and also include Noordgesig, Auckland Park, Westbury, Northcliff, Windsor, Alexandra, Sandton(Wynberg, Atholl, Buchleuch, Sandton CBD), Midrand via Old Pretoria Road, Greenstone via Alexandra. The geographic map should highlight landmarks.



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- An artist impression of three newly developed areas. The artist impression will be architectural. Models will be provided.
- Provision for errors and changes. X5

#### 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	Total cost
<b>1. Design and Layout on each page</b> (The hours spent on design and layout per page x16)		
<b>2. Design of Rea Vaya system strip map</b> (Hours spent on the design of the strip map)		
<b>3. Design of geographic map</b> (Hours spent on the design including the addition of animation)		
<b>4. Artist Impression</b> (Hours spent on each design x 3)		
<b>5. Printing of the 10 000 booklets in 150 gsm</b>		
<b>6. Copyright and editing</b>		
<b>TOTAL</b>		

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

#### 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



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### Evaluation Criteria for Price, Preferential Procurement Policy Framework

<b>Stage 1 – Preference Point System</b>	
Price	80
B – BBEE	20
<b>Totals</b>	<b>100</b>
<b>Supporting documents</b>	
1. Valid Original SARS Tax Clearance Certificate 2. Company Registration Documents 3. 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. 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 12h30 on the 11th floor North at the Johannesburg Roads Agency building, 66 Henley Pixley and Rahima Moosa Street (Formely 66 Sauer and Jeppe Street), Johannesburg, CBD.