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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	Transportation
RFQ NUMBER:	R0352/16
DESCRIPTION OF GOODS/SERVICES	APPOINTMENT OF SERVICE PROVIDER FOR REA VAYA AND METRO BUS BRANDING AND MARKETING EXERCISES TO PROMOTE THE VAYA MOJA APP
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. PLEASE ATTACH A PROVE OF SIMILAR JOB
<u>SUBMISSION OF QUOTES:</u>	<u>QUOTATION BOX, GROUND FLOOR, METRO CENTRE</u> 158 Civic Boulevard street, Braamfontein
TIME: CLOSING DATE	10h30 07 December 2016
ENQUIRIES:	Itumeleng Motsa/ Corrine Lekhoane 011 870 4603/2 /011 870 4616.

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: R0352/16

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.(NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)	
2.	Rates & Taxes Invoice for Company OR Original Certified Copy Lease Agreement OR Original Certified Copy of Affidavit Certified by the SAPS.(NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)	
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(NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)	
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.(NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)	
10.	Tax Clearance Certificate(TENDER NOT GOOD STANDING)	
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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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: _____



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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
R0352/16	30 November 2016
CONTACT PERSON	
NAME:	Itumeleng Motsa/ Corrine Lekhoane
TEL No:	011 870 4603/2 /011 870 4616.

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

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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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: R0352/16

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 SERVICE PROVIDER FOR REA VAYA AND METRO BUS BRANDING AND MARKETING EXERCISES TO PROMOTE THE VAYA MOJA APP						
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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SPECIFICATION

SPECIFICATIONS FOR THE VAYA MOJA APP

REQUEST FOR QUOTATION FOR PROCUREMENT OF LESS THAN R200 000.00 FOR THE APPOINTMENT OF A MARKETING COMPANY FOR REA VAYA AND METRO BUS BRANDING AND MARKETING EXERCISES TO PROMOTE THE VAYA MOJA APP

1. PURPOSE OF THE REQUEST FOR QUOTATIONS

The City is requesting quotations to provide assistance with the branding and activation that will be taking place at various City Of Joburg venues.

2. Background

The transport department has launched the first phase of the Vaya Moja app as an integrated information hub, informing commuters about the routes, fares, schedules of both Rea Vaya and Metro Bus. This move makes information accessible to current users who would rather plan their trips from anywhere they are, and obtain immediate knowledge regarding the service, but also to all citizens of the City to see the routes, calculate fares and see bus schedules. Rea Vaya has more than 40% passengers that are youth. To market and brand the Vaya Moja app, the Marketing department has to portray the app as a “cool” convenient tool of public transport. To achieve this, the department has identified several activations that will take place in order to achieve the goal. These activations will include a competition whereby co-branded “bucket hats” and artistic T-shirts are the main prizes. The main aim is to give away prizes that do not look like “freebies” but are items worth value. Through the use of competitions, Rea Vaya marketing will work in partnership/sponsorship with local lifestyle brands like markets, social running and cyclist clubs in and around Rea Vaya routes. At the activations there will be music played by a popular DJ, prize giveaways and also informational packages about Rea Vaya as well as promotional items. The activation will also highlight benefits of using the system during the weekend and the off-peak rates whilst showcasing places of interest. To achieve the “cool” phenomenon, we will also include a group of cyclist and skaters who will be present to create an aura of coolness around the brand. The Campaign will take place for a duration of 6 (six) months with 1 (one) campaign a week making it 24 (twenty four) activations in total.

The marketing department wishes to procure a contract with an event management company that will be responsible for executing the plan for the activation. This will include the procurement of give-away



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prizes (200 cool Vaya Moja branded t-shirts and 200 “bucket hats”), the hiring of a sound system (with a DJ) that will be used for the activation with a generator, booking of space at the market and possibly also at Newtown. Information given to commuters will assist in familiarizing themselves with the route, and also assisting them to understand how Rea Vaya, Metro Bus and more specifically the Vaya Moja app function.

3. SCOPE OF REQUEST FOR PROPOSAL (RFP)

The marketing department requires quotations from service providers to assist with the following services for the activation to be successful;

The activations (24) will need the following:

- An outside sound system that can be used for activation and a generator (as the activation is at a park. The sound system must be specified as follows: 2 x Pioneer CDJ's, USB enabled. 1 x 4 channel mixer (Pioneer preferred), 1 x monitor speaker for DJ, 1 X plug strip for laptop and mobile phone charging. 2 x cordless microphones. Outdoor speaker system: sound system for an open outdoor area. The sound system will be required for 9 activations which will take 5 hours x 9
- Hiring of a well-known accredited House/Afro soul DJ. The DJ has to have atleast a following of 10 000 on Twitter and/or Facebook.
- 200x artistically co-branded Vaya Moja/Metro Bus and Vaya Moja/Rea Vaya designed “Cool” 250 gsm T-shirt with elements of the bus, skaters and cyclist by a well-known local clothing brand. There should be two different types of designs, 100 for Vaya Moja/Rea Vaya and 100 for Vaya Moja/Metrobus (competition prizes)
- 200x co-branded Vaya Moja/Metro Bus and Vaya Moja/Rea Vaya “bucket hats” by **Thesis™**. There should be two different types of designs, 100 for Vaya Moja/Rea Vaya and 100 for Vaya Moja/Rea Vaya (competition prizes)
- Booking for a stall at the **Locrate** market for 6 months (once a month) and also a partnership with the market.
- Co-ordinate with the Thesis cyclist and running crew to be able to attend atleast three (3) of their events to promote and activate the Vaya Moja brand and associate it with the lifestyle.



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- Co-ordinate with **Newtown Junction** for collaborate in their future activities which usually happen between Thursday and Sunday to also use the space to market Vaya Moja on at least minimum four (4) activations
- Design and layout of electronic poster for the **Locrate** appearance (6) and also for the cyclist and runners at the **Thesis™** store and also at the Newtown Junction. These will be used mainly for our social media campaigns.

The six (6) parks where the activations will take place are Tudhope Park (Joburg CBD), Yeoville Recreation Centre (Joburg CBD), Joubert Park (Joburg CBD), Thokoza Park (Soweto) , Mapetla Park (Soweto) and Protea Glen Park (Soweto). It is the responsibility of the chosen company to organise with City Parks about the usage of the parks.

The Marketing department will provide the following information in word format to be visually presented as iconic and line map formats:

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. Promotional Material: used as competition prizes					
Item	Description				
200 x bucket hats	Co-branded with Thesis(100 ReaVaya; 100 Metrobus)JHB Corporate identity colours	200			
200 T-shirts	Co-branded with local well-known brand (100 Rea Vaya, 100 Metrobus)	200	250gsm Sizes to vary		



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2. Electronic Poster					
Design of electronic poster	To be used on Facebook, Twitter and website	20x designs	High resolution		
3. Promotions campaigns/Activations 24 in total for 5 hours per day					
4 x with branding (2 x Wits and 2 x UJ)		Facilitate with institutions for participation during orientation weeks			
3 x Ghandi Square		Sound System, DJ			
6 x Park Activation		Sound System, DJ			
4 x Newtown Junction		Facilitate competitions, and publicity of Rea Vaya & Metrobus			
1 x Cycling & Running Events organised by Thesis		Exhibition participation			
6 x Locrate Market events		Exhibition participation & packages (Booking of a 9 sqm stand, co-branding on social media, media coverage and catering for 5 people)			
4. Specification for the sound system to be used for activations					
2 x Pioneer CDJs, USB enabled. (CDJ 350 or 850, 900, 2000)					
1 x 4 channel mixer (Pioneer preferred)					
1 x monitor speaker for DJ					
1 X plug strip for laptop and mobile phone charging					
2 x cordless microphones					
1 x generator that will last for the duration of 5 hours					
Outdoor speaker system: sound system for an open outdoor area					
TOTAL					



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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
2. Administrative Compliance

Only bidders who comply with the functionality requirements will be able to proceed to be evaluated on PPPFA and administrative compliance.

3.

Preferential Procurement Policy Framework and Administrative Compliance

Preference Point System	
Price	80
B – BBEE	20
Total for Stage 2	100
Administrative Compliance	
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 agreement must be supplied.	
5. B –BBEE Certificate (You will forfeit points allocated to B – BBEE if the B-BBEE certificate is not supplied)	



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Supply Chain Management Unit

NB: PLEASE QUOTE FOR ALL ITEMS

6. Enquiries

Responses to the request should be forwarded to: Itumeleng Motsa, Itumelengmot@joburg.org.za 011 870 4603/2 and/or Corrine Lekhoane Corrinel@joburg.org.za 011 870 4616.