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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	16 NOVEMBER 2016
DEPARTMENT	SOCIAL DEVELOPMENT
RFQ NUMBER:	R0318/16
DESCRIPTION OF GOODS/SERVICES	REQUEST FOR QOUTATION FOR SERVICE PROVIDERS TO DESIGN, SUPPLY AND DELIVERY OF 2 SET OF BRONCHURES 6 PANEL Z FOLD A3 WITH PICTURES AND CREDIT CARD 4 PANEL A4 SIZE WITH PICTURES
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.
<u>COMPULSORY BRIEFING</u>	<u>DATE:</u> 21 NOVEMBER 2016 <u>VENUE:</u> 158 CIVIC BOULEVARD (Metro Centre) BRAAMFONTEIN 12th FLOOR BIG BOARDROOM <u>TIME:</u> 10H00
<u>SUBMISSION OF QUOTES:</u>	<u>QUOTATION BOX, GROUND FLOOR, METRO CENTRE</u> 158 Civic Boulevard street, Braamfontein
TIME: CLOSING DATE	10h30 23 NOVEMBER 2016
ENQUIRIES:	GUGU MATHIBELA (011) 407 7010 / 082 372 8164

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: R0318/16

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.	Original Certified Copy of BBBEE certificate. (NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)	
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 _____



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

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
R0318/16	16 NOVEMBER 2016
CONTACT PERSON	
NAME:	GUGU MATHIBELA
TEL No:	011 407 7010/ 082 372 8164

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

Submission Deadline: 23 NOVEMBER 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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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: R0318/16

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.	6 PANEL Z FOLD A3 WITH PICTURES AND 11 PROGRAMMES CREDIT CARD SIZE 4 PANEL A4 WITH PICTURES	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						<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

TERMS OF REFERENCE

REQUEST FOR QUOTATION FOR AN APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER

1. Background

The Social Development Department provides basic services to the most vulnerable groups within the city. The Department has ongoing programmes, initiatives, and interactions with communities across all levels (residents, migrants, senior citizens, orphans, NGOs etc)

The Department has identified the need to procure brochures to raise awareness of its service delivery programmes. This initiative is also part of communicating with the public through various communication channels that are currently being used by the City of Johannesburg. These brochures will be an easy to read for the public. They will be distributed during departmental events, exhibitions or any other public gathering. Some of the brochures will be kept in all our Social Development offices for walk in residents coming to our offices.

The Department is embarking on a Marketing and Communication drive regarding its service delivery initiative offerings. The aim is to inform, educate and showcase the department's work to the public through different communication channels that are being used by the City. The department will be making brochures for each unit.

The department is procuring 2 set of brochures 6 panel Z fold A3 brochure with pictures and credit card 4 panel Z-fold, full colour with pictures

2. Objective

Another RFQ objective: Social Development Department invites suitably qualified service providers to send quotations for the required services.

2.1

3000 6 panel Z fold A3 with pictures (Artwork and content will be provided)

3000 X 11 programmes Credit Card size 4 panel A4 size with pictures (Artwork and content will be provided)



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3. SCOPE OF WORK

The supplier to design and produce the brochures, artwork will and content will be supplied by the department.

City needs service providers to assist with the procurement of brochures. Integrate with existing CoJ corporate identity, but create something refreshing/fresh/appealing.

Deliverables

3.1

- 3000 Credit card size 4 panel Z-fold ESP including three pictures
- 3000 Credit card size 4 panel Z-fold Migration including three pictures
- 3000 Credit card size 4 panel Z-fold Healthy Schools programme including three pictures
- 3000 Credit card size 4 panel Z-fold Food Resilience including three pictures
- 3000 Credit card size 4 panel Z-fold Go Jozi Healthy Lifestyle including three pictures

- 3000 Credit card size 4 panel Z-fold Local Drug Action Committee including three pictures
- 3000 Credit card size 4 panel Z-fold Women and Elderly including three pictures
- 3000 Credit card size 4 panel People With Disabilities Z-fold Migration including three pictures
- 3000 Credit card size 4 panel Z-fold Displaced Persons including three picture
- 3000 Credit card size 4 panel Z-fold NGO Pay Per service including three pictures
- 3000 Credit card size 4 panel Z-fold Skills Development including three pictures

3.2

3000 6 panel Z-fold A3 this should include all

COMPULSORY BRIEFING

BRIEFING SESSION AT 158 CIVIC BOULEVARD (Metro Centre) BRAAMFONTEIN

12TH FLOOR BIG BOARDROOM

21 NOVEMBER 2016 @ 10H00

CONTACT PERSON: GUGU MATHIBELA (011) 407 7010 / 082 372 8164



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1. PRICING SCHEDULE

No.	ITEM AND DESCRIPTION	QUANTITY	PRICE
	6 Panel Z fold A3 with pictures	3000	
	11 programmes credit card 4 panel A4 size		
	Credit card size 4 panel Z-fold ESP including one picture	3000	
	Credit card size 4 panel Z-fold People With Disabilities including 3 picture	3000	
	Credit card size 4 panel Z-fold Migration including 3 pictures	3000	
	Credit card size 4 panel Z-fold including 3 pictures	3000	
	Credit card size 4 panel Z-fold including 3 pictures	3000	
	Credit card size 4 panel Z-fold including 3 pictures	3000	
	Credit card size 4 panel Z-fold including 3 pictures	3000	
	Credit card size 4 panel Z-fold including 3 pictures	3000	
	Credit card size 4 panel Z-fold including 3 pictures	3000	
	Credit card size 4 panel Z-fold including 3 pictures	3000	
	Credit card size 4 panel Z-fold including 3 pictures	3000	
	Credit card size 4 panel Z-fold including 3 pictures	3000	

PLEASE QUOTE FOR ALL ITEMS

COMPULSORY BRIEFING

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