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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	09 November 2016
DEPARTMENT	Group Strategy, Policy Coordination and Relations
RFQ NUMBER:	R0305/16
DESCRIPTION OF GOODS/SERVICES	TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER: CARRY-OUT RESEARCH, CONDUCT INTERVIEWS & WRITE-UP FOUR (4) CASE STUDY REPORTS.
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.
<u>SUBMISSION OF QUOTES:</u>	<u>QUOTATION BOX, GROUND FLOOR, METRO CENTRE</u> 158 Civic Boulevard street, Braamfontein
TIME: CLOSING DATE	10h30 16 November 2016
ENQUIRIES:	Rami Kobela :011 407 6448

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: R0305/16

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.	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 _____



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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
R0305/16	09 November 2016
CONTACT PERSON	
NAME:	Rami Kobela
TEL No:	011 407 6448

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

Submission Deadline: 16 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: R0305/16

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.	TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER: CARRY-OUT RESEARCH, CONDUCT INTERVIEWS & WRITE-UP FOUR (4) CASE STUDY REPORTS.	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	

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 FOR THE APPOINTMENT OF A SERVICE PROVIDER: CARRY-OUT RESEARCH, CONDUCT INTERVIEWS & WRITE-UP FOUR (4) CASE STUDY REPORTS.

1. BACKGROUND AND INTRODUCTION

The Innovation and Knowledge Management is a Unit within the Group Strategy, Policy Coordination and Relations with a mandate to ensure the practice and promotion of effective knowledge management and innovation within the City of Johannesburg.

On an annual basis, the Innovation and Knowledge Management Unit produces and disseminates case studies to document select City initiatives for the purpose of ensuring business continuity, replication of best practice and generally promoting the culture of knowledge sharing and innovation within the administration itself and broadly in the local government sector.

The Innovation and Knowledge Management Unit is now seeking a service provider to carry-out research, conduct interviews and write-up four (4) case study reports. The project is expected to run for four (4) months and should be completed by end of April 2017.

2. SCOPE OF WORK

The service provider shall perform the following:

- Submit a proposal which includes the methodology and approach for carrying out the task at hand;
- Develop a project plan between service provider and project manager, which outline and proposes a list of key milestones as per the agreed time frames, meetings, risks, gaps and or limitations in proposed methodology;
- Collate information and undertake an analysis on the key documentation in relation the selected topics;
- Conduct interviews with relevant stakeholders at the request of the City, to supplement research content and provide transcripts of all interview sessions.
- Structure and write the four case study reports; and
- Editing/quality assurance of the final document i.e. spelling, grammar, style, etc.



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The City's representative will provide the service provider with:

- Content support, management and oversight of the overall development of the case studies;
- Authorised and public information; and
- An introduction letter will be provided by GSPCR for a successful bidder to be able to conduct interviews with relevant officials and other stakeholders.

3. DELIVERABLES & TIMEFRAMES OF THE PROJECT

The table below outlines the deliverables of the project as envisaged by the City.

Focus Area	Activity	Submission Dates	Unit Price excl vat	Total Prices excl vat
Analysis	Analysis of CoJ strategic documentation on identified projects.	December 2016		
Interviews	Develop a questionnaire as informed by research and analysis and use it to engage selected stakeholders through interviews and focus groups.	January –February 2017		
Write-up	Draft case study reports on all information gathered.	March 2017		
1 st Submission	Submit first drafts of case study reports.	April 2017		
Circulate for Comments/Inputs	Incorporate comments/inputs.	April 2017		
Final Submission	Submit final versions of the 4 case study reports.	April 2017		

GRAND TOTAL PRICE=R

4. BUDGET

Bidders should make sure that they provide a firm offer to the City and all costs should be included in the proposal.

Professional fees should include the cost for travelling, shareholder consultation, printing and any other cost not mentioned but deemed necessary for the successful completion of the



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project. **The bidders should note that the City shall neither entertain any claims for additional cost nor will it accept proposals to amend or reduce the scope of work once the successful bidder has been appointed.** Thus bidders are required to go through the document carefully to make sure that they understand every aspect of the City's requirements in this regard and cost accordingly.

Service providers are required to provide a complete cost breakdown in terms of the project deliverables and services that will be rendered. **Please note that there shall be no upfront payment. The project should not exceed the amount stipulated in the proposal and payment will be made on the completion of the project.**

5. PROJECT CHAMPIONING

The project will be championed through the Unit Head: Innovation & Knowledge Management. Appropriate project leadership and support will be provided until completion of the project.

6. REPORTING AND PROJECT CLOSURE

Due to the rating of the assignment, it is envisaged that meetings and discussion on the creative concept and proof-reading will be held on a regular basis until project completion. **The output of this assignment should be delivered by no later than 28th April 2017.**

7. PROVEN COMPETENCIES OF SERVICE PROVIDER

The service provider needs to demonstrate the following competencies and experience:

- A proven track-record in terms of research, analysis, writing, editing and proof-reading of publishable strategic planning documentation for large organisations;
- The lead consultant and project manager should have a tertiary qualification in the areas of business, information sciences or communications. A post-graduate qualification in these fields would be ideal; and
- Service providers may be required to present written samples of similar work.

8. EVALUATION CRITERIA

Proposals will be evaluated in terms of the Preferential Procurement Policy Framework Act using the 80:20 points system.



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Proposals will initially be evaluated in terms of functionality as outlined in Table A and then in respect of the Preferential Procurement Policy Framework Act using the 80:20 points system as outlined. Only bidders who score **60 points and more** on functionality will be able to proceed to be further evaluated in terms of the price competitiveness as depicted in Table B.

TABLE A

	CRITERIA	GUIDELINES	POINTS
	Analysis	Project plan outlining approach and methodology for analysing documentation required to produce case study reports (10)	10
	Interviews	Project plan outlining approach to the following: Questionnaire to be developed to engage selected stakeholders through interviews and focus groups (15)	15
	Write-up	Project plan outlining the following: Structuring content in a the format of typical case (20)	40
		Editing of case study reports (10)	
		Proof-reading case study reports (10)	
	Experience	Demonstrate track record of having successfully executed similar projects: 1 x similar project = 5 2 x similar projects = 7 3 x similar projects = 10	10
		Submission of a list of contactable references of similar work submitted above: 1 x contactable reference = 5 2 x contactable references = 7 3 x contactable references = 10	10
		Submission of qualifications and CVs of the Lead Consultant: Bachelor degree (NQF 6) in business, information sciences or communications (5) A post graduate qualification in business, information sciences or communications (10)	15
	Total		100
	Price		80

TABLE B



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	B-BBEE status level	Number of points	
	1	20	
	2	18	
	3	16	
	4	10	
	5	8	
	6	6	
	7	4	
	8	2	
	Non – compliant contributor	0	20
	Total		100

9. CONTRACTING ARRANGEMENTS

The successful service provider will enter into a service level agreement with the City of Johannesburg and is expected to liaise and report to the City of Johannesburg.

10. RETURNABLE DOCUMENTS

The bid should include:

- Original Valid Tax Clearance Certificate (or a one-time pin for online verifications);
- Municipal account of the Company and Directors not older than three (03) months and not in ninety (90) days arrears;
- Original or certified copy of BBBEE Verification Certificate;
- Completed and signed Municipal Bid forms 4, 8 and 9;
- Completed and signed declaration on state of municipal account;
- Completed and signed form of bid;
- Total cost breakdown according to the phases/activities of the project inclusive of VAT; and
- Samples of a similar work which was successfully completed.



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11. DISQUALIFICATION CRITERIA

- Valid tax certificate for tender;
- Completed and signed Form of Bid;
- Failure to quote for all specified items.

12. INFORMATION FOR BIDDERS

The closing date for submission of proposals is 16th November 2016 at 10:30am.
Delivery Address:

QUOTATION BOX
158 Civic Boulevard, Braamfontein, 2000.

NB: PLEASE QUOTE FOR ALL PROJECTS

All enquiries must be directed in writing to Rami Kobela at 011 407 6448