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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	JMPD
RFQ NUMBER:	R0254/16 RE-ADVERT
DESCRIPTION OF GOODS/SERVICES	THE DRAFTING OF PROFESSIONAL TECHNICAL SPECIFICATIONS FOR JMPD'S UNIFORM ACCESSORIES AND ACT AS A TECHNICAL EXPERT ON THE BID SPECIFICATION-AND-BID EVALUATION COMMITTEES
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.
COMPULSORY BRIEFING	VENUE: 195 MAIN ROAD MARTINDALE PUBLIC SAFETY HEAD QUARTERS @ JMPD CANTEEN DATE: 11 NOVEMBER 2016 TIME; 10H30
<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:	Sean Coetzee: 011 758 9441 or Thomas Sambo: 011 758 9515

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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RFQ NO: R0254/16 RE-ADVERT

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.

No	Details	✓
1.	Copy of Company Registration Document NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN 3 MONTHS)	
2.	Rates & Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN 3 MONTHS)	
3.	Rates and Taxes Invoice for All the Directors of the Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN 3 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 6.4: Local Content (Attached)	
8.	Certified Copy of BBBEE certificate. NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN 3 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 _____



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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 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 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. A 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: _____



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**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
R0254/16 RE-ADVERT	09 NOVEMBER 2016
CONTACT PERSON	
NAME:	Sean Coetzee/ Thomas Sambo
TEL No:	011 758 9441/ 9515

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
Please submit all Quotations to the fax number stated above

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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City of Johannesburg
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: R0254/16 RE ADVERT

Delivery Address:

No.	Requirement	Quantity	Unit		Total Cost per Item
1.	Attendance at Bid Specifications Committee meeting	1	Hour	TBA	
2.	Attendance at Bid Evaluations Committee meeting	1	Hour	TBA	
3	Traveling per 1km based on Automobile Association (AA) Rates based on a 1.6 Litre	1	km		
4.	DRAFTING OF SPECIFICATION FOR THE FOLLOWING ITEMS				
4.1	Reflective Jacket	1	Specification		
4.2	Step out Hats for Females	1	Specification		
4.3	Step out Hats for Males	1	Specification		
4.4	Combat Hats	1	Specification		

4.5	Combat Belts	1	Specification		
4.6	RANK MARKINGS				
4.6.1	Flashes for Officers	1	Specification		
4.6.2	Flashes for Sergeants	1	Specification		
4.6.3	Flashes for Inspectors	1	Specification		
4.6.4	Georgettes for Superintendents	1	Specification		
4.6.5	Georgettes for Chief Superintendents	1	Specification		
4.6.6	Georgettes for Deputy Directors	1	Specification		
4.6.7	Georgettes for Directors	1	Specification		
4.6.8	Georgettes for Chief of Police	1	Specification		
4.7	Combat Boots	1	Specification		

	Grand Total	
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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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1. Overview

The City of Johannesburg's Vision is as follows:

“Johannesburg - a World Class African City of the future – a vibrant, equitable African city, strengthened through its diversity; a city that provides real quality of life; a city that provides sustainability for all its citizens; a resilient and adaptive society. Joburg. My City – Our Future”

In order to realise this vision, The City has embarked on a strategy, the 2040 Strategy known as the 2040 Growth and Development Strategy. A key priority of the GDS is that of Safer Cities.

The objective of the Safer Cities priority is the creation of a safe, secure and resilient City that protects and serves, builds and empowers communities.

One of the critical role players that must ensure that the objectives of the Safer Cities are met, is the Johannesburg Metropolitan Police Department, hereinafter referred to as JMPD

2. Mandate

JMPD's mandate is derived from the South African Police Service Amendment Act 83 of 1998. The department's functions include traffic policing, policing of municipal by-laws and regulations and the prevention of crime.

The department is responsible for:

- Co-ordination and development of crime prevention strategies for the city;
- Development of delivery mechanisms and systems for crime prevention and by-law enforcement; and
- Guidance, operation and maintenance of an efficient and effective metropolitan police service.

3. Background

To ensure that JMPD operate effectively, it requires an array of resources. A critical resource to JMPD is its Metro Police Officers (MPO) and Law Enforcement Officers (LEO). These Officers requires Quality Uniform that will protect and identify them to the Public and other MPO's and LEO's.

4. Required

JMPD requires the services of a professional to draft and compile detail technical specification **(Technical Illustrations included)** of its required JMPD's Reflective Jackets, Combat caps, Step out hats for male and female, Rank markings, Combats Belts, Boots. These specifications must not contain barriers to trade and be in line with the South African National Standards

It is further required that the Service Provider/s must avail themselves as technical experts for the Bid Specification Committee and Bid Evaluation Committee.

5. Compulsory Documents

In order for JMPD to make an informed decision as to whom to appoint to render the required services, the following documentation must accompany your Bid/RFQ Submission.

- 1) A minimum of 5 contactable references for similar services/work rendered.
- 2) A minimum of 5 Technical Specifications which the Bidder has drafted.
- 3) Company profile
- 4) Valid and Original TAX Clearance Certificate
- 5) Certified Copy of B-BBEE Certificate
- 6) Signed and completed MBD Documents
- 7) Municipal Accounts for Company and Directors
- 8) ID Copies of Directors
- 9) Company Registration Documents

6. Evaluation Criteria

The evaluation of proposal shall be based firstly on Functionality, then price and BBB-EE status on accordance with Circular 53 issued by National treasury on the evaluation of proposals:-

The assessment of functionality shall be done in terms of the evaluation criteria and the minimum threshold stipulated in the proposal/document. Proposal will first be evaluated and scored on the functionality elements. Only those proposers that meet the minimum threshold shall be considered for the subsequent stages of the evaluation process and all proposers who did not meet the minimum threshold shall not be considered for further evaluation.

Only proposals that have scored 70 or more points for Functionality will be considered for pricing and B-BBEE evaluation

The 80:20 points system will apply to this RFQ in terms of the Preferential Procurement Regulations 2011

The evaluation criteria for functionality are set out in Table A while the evaluation criteria for the 80:20 points in respect of the Preferential Procurement Regulations 2011 are set out in Table B.

Table A:

Functionality Criteria		
Criteria Applicable	Guidelines	Points
Understanding the brief	Company Profile with compulsory returnable documents = 10 Points	10 Points
Experience in relevant and similar projects	0 - 1 year = 5 Points 1 - 3 Years = 15 Points 3 - 4 Years = 20 Points 5 Years and more = 30 Points	30 Points
Staff and organizational capabilities	Staff organogram/structure = 5 Points Skills Development = 5 Points Recruitment plan = 5 Points CAD Software = 15 Points	30 Points
Operational and technical capabilities	Specifications Drafted: 1 = 5 Points 2 = 10 Points 3 = 15 Points 4 = 20 Points 5 = 25 Points 5+ = 30 Points	30 Points
TOTAL		100

**Compulsory briefing @ 195 Main Road Martindale Public Safety Head Quarters at 10h30
On the 11 November 2016 please call Sean/ Thomas at 011 758 9441/9515**