



a world class African city

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	02 November 2016
DEPARTMENT	Group Strategy, Policy Coordination and Relations Department
RFQ NUMBER:	R0298/16
DESCRIPTION OF GOODS/SERVICES	Appointment of Office Assistant for a period of one (1) year.
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>SUBMISSION OF QUOTES:</u>	<u>QUOTATION BOX, GROUND FLOOR, METRO CENTRE</u> 158 Civic Boulevard street, Braamfontein
TIME: CLOSING DATE	10h30 09 November 2016
ENQUIRIES:	Fix Igwe (011) 587 4364, 082 467 9453

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.



a world class African city

City of Johannesburg
Supply Chain Management Unit

CHECKLIST

RFQ NO: R0298/16

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 _____



a world class African city

City of Johannesburg
Supply Chain Management Unit

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 _____



a world class African city

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 _____



a world class African city

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: _____



a world class African city

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
R0298/16	02 November 2016
CONTACT PERSON	
NAME:	Fix Igwe
TEL No:	(011) 587 4364,082 467 9453

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

Submission Deadline: 09 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



a world class African city

City of Johannesburg
Supply Chain Management Unit

SIGNATURE OF BIDDER	
---------------------	--

CAPACITY	
----------	--

PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.
REQUEST FOR QUOTATION (RFQ) NUMBER: R0298/16

Delivery Address:

ITEM NO.	DESCRIPTION	Quantity Required	Unit of Measure	Date required	Delivery Period / Lead time	Price per Unit of Measure (Excluding Vat)	Total Price for one(1) year (Excluding Vat)
1.	Appointment of an Office Assistant for one year(1)	1 x 12 months					
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.



a world class African city

SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

B.1 JOB PURPOSE

To provide effective cleaning services in relation to office facilities as well provision of reliable messaging services to the Innovation and Knowledge Management unit.

B.2 DUTIES OF THE POST

NO.	DUTIES/TASKS (What, How and Why)	FREQUENCY
1.	Cleaning the Offices <ul style="list-style-type: none"> • Offices are kept clean, neat and tidy • Care is taken not to interfere with the files and papers on employee desks • Any unreasonable untidiness is timeously reported to the Deputy Director: Knowledge Exchange Programmes • Offices are dusted and an effort is made to freshen them up each morning 	On going
2.	Cleaning stock <ul style="list-style-type: none"> • Ensure all cleaning supplies are available and ordered on time • All orders for stock are approved by the Deputy Director • All problems with stock are timeously escalated 	On going
3.	Preparation of Rooms <ul style="list-style-type: none"> • Meeting rooms are prepared as per relevant instructions • All relevant writing equipment is laid out in the meeting rooms • Sufficient chairs are in the meeting room as per instruction • The air conditioning is switched on before the meeting commences 	On going
4.	Provision of refreshments <ul style="list-style-type: none"> • All cup saucers are neatly laid out • The refreshments are laid out in suitable containers and provided around the instructed times 	On going
	Interaction with Visitors <ul style="list-style-type: none"> • All visitors are greeted when providing refreshments or preparing the meeting room • All visitors are treated in a friendly manner at all times 	On-going
	Messaging Service <ul style="list-style-type: none"> • All correspondence is delivered timeously per instruction to the relevant office within the building 	On-going
	Provide administrative support to the different IKM units including relieve reception services and filing when requested.	On-going



a world class African city

B.3 AUTHORITY OF THE POST
This outlines the authority the job holder has to make decisions or to take independent action without reference to a superior. Limits of authority may also be included (e.g. not permitted to...)

1.	Operate within the policy framework of the City
----	---

SECTION C : JOB SPECIFICATION
Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities

C.2 RELEVANT EDUCATIONAL REQUIREMENTS OF THE POST
State the minimum educational qualifications and experience that are required to perform the job competently.

Qualification	NQF Level 2/3
Experience	One year experience working as an Office Assistant/ Messenger
	Previous experience in working in a similar high impact environment eg: govt office.

C.3 PHYSICAL/MENTAL REQUIREMENTS OF THE POST
(Only where directly relevant to the performance of the job)

1.	Spoken communication skills
2.	Written communication skills for writing information about supplies that need to be ordered in order to maintain a record of what is required.
3.	Comprehension in order to understand written internal office information in order to stay current with office activities
4.	Numerical – ability to do basic numerical calculations (addition, subtraction, multiplication and division) in order to carry out a stock take and any other office functions involving numbers.

C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)

1.	none
----	------

SECTION D : APPROVAL OF JOB DESCRIPTION

D.1 CERTIFIED CORRECT
We the undersigned confirm that we have consulted on the content contained in the job description and hereby confirm that we consider that the information contained is a correct reflection of the context of the post and its content.

TITLE	NAME	SERVICE NO	SIGNATURE	DATE
Unit Head	H PHALISA		<i>[Signature]</i>	11/07/2014
Immediate Superior				
Incumbent				



a world class African city

City of Johannesburg
Supply Chain Management Unit

GSPCR Department, Strategic Coordination and Management Services Unit, would like to use the SCM processes in the appointment of an Office Assistant. We are calling on recruitment agencies to submit proposals on the placement of this resource for a period of one year, no benefits.

**Contact Person: Fix Igwe
(011) 587 4364
082 467 9453
Group Strategy**