



**REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR THE
CITY OF JOHANNESBURG**

a world class African city **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 JANUARY 2013 |
| DEPARTMENT | GROUP COMMUNICATIONS |
| RFQ NUMBER: | R0805/12 |
| DESCRIPTION OF GOODS/SERVICES | TRAINING |
| 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 LOVEDAY |
| <u>SUBMISSION OF QUOTES:</u> | <u>QUOTATION BOX, GROUND FLOOR, METRO CENTRE</u> |
| COMPULSORY REQUIREMENTS | SEE CONDITIONS PAGE THE SUPPLIERS MUST BE ACCREDITED TO SETA |
| CLOSING DATE AND TIME: | DATE:23 JANUARY 2013 TIME: 10H30 |
| ENQUIRIES: | NAME: Mokone Molete TEL NO: 0114077355/0847275565 |

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

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. 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.
 8. 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

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:

Submission Deadline:

23 JANUARY 2013

Submission Time:

10H30

| REQUEST FOR QUOTATION | |
|------------------------------|--------------------------------------|
| RFQ NUMBER | RFQ DATE |
| R0805/12 | 16 JANUARY 2013 |
| CONTACT PERSON | |
| NAME: | Mokone Molete |
| TEL NO: | 0114077355/0847275565 |
| FAX NO: | Quotes must be hand delivered |

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 including vat 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 | |
|----------|--|

REQUEST FOR QUOTATION (RFQ) NUMBER: R0805/12

Delivery Address:

| ITEM NO. | DESCRIPTION | Spec Attached (where applicable Y/N) | Quantity Required | Unit of Measure | Date required | Delivery Period / Lead time | Price per Unit of Measure (Excluding Vat) | Total (Excluding Vat) |
|--|--|--------------------------------------|-------------------|-----------------|---------------|-----------------------------|---|-----------------------|
| 1. | LEADERSHIP & LINE MANAGEMENT COMMUNICATION | YES | 6 | | | | | |
| 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> | |

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

City of Johannesburg
Supply Chain Management Unit

SPECIFICATIONS

1. TRAINING

Project Owner - MOKONE

Project Delivery – March to June 2013

Courses are:

1. Leadership & Line Management Communication

Note to bidders: Each workshop must cater for maximum six delegates. At the end of the workshop, each delegate must have a handout that will assist them in applying the lessons learnt.

NB: SUPPLIERS MUST BE ACCREDITED WITH SETA

Mokone Molete

Director: Management Support

Group Communications and Tourism Department

11th Floor Metro Centre

158 Civic Boulevard

Braamfontein

Tel: 0114077355

0847275565