



**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 2012
DEPARTMENT	GROUP COMMUNICATION AND TOURISM
RFQ NUMBER:	R0712/ 12
DESCRIPTION OF GOODS/SERVICES	REQUEST OF QUOTATIONS TO ADVERTISE IN KAYA FM FOR AFCON 2013
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	1.Original Tax clearance 2.latest copy of rates and taxes 3.MBD 4 forms completed and signed
CLOSING DATE AND TIME:	DATE:23 NOVEMBER 2012 TIME: 10H30
SITE MEETING Time Date Venue	N/A
ENQUIRIES:	NAME: Ephraim Pooe TEL NO: 011 407 6728

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.

PLEASE NOTE THAT THE QUOTATION WILL BE INVALID IN THE FOLLOWING INSTANCES

- i) IF THE QUOTATION PAGE IS NOT SIGNED.***
- ii) IF THE MBD 4: DECLARATION OF INTEREST FORM IS NOT COMPLETED AND SIGNED.***
- iii) IF A VALID TAX CLEARANCE CERTIFICATE IS NOT ATTACHED.***
- iv) IF NO LATEST PROOF OF PAYMENT RATES AND TAXES(CERTIFIED COPY) OR IF OWING MORE THAN 3 MONTHS***

IF THE FOLLOWING ARE NOT ATTACHED, NO POINTS WILL BE AWARDED FOR B-BBEE

A CERTIFIED COPY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE.



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BIDDER: _____

TEL: _____

FAX: _____

Your Vendor Number With Us: _____

Submission Deadline: _____

Submission Time: _____

City of Johannesburg
Supply Chain Management Unit

SUPPLY CHAIN MANAGEMENT UNIT
P.O. BOX 7776
JOHANNESBURG
2000

VAT. NO: 4760117194

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
R0712/12	16 NOVEMBER 2012
CONTACT PERSON	
NAME:	Ephraim Pooe
TEL NO:	011 407 6728
FAX NO:	Quotes must be hand delivered

22 NOVEMBER 2012

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 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

CONDITIONS:

- All goods or services purchased will be subject to CoJ Policies & Procedures. A copy of said conditions is available from the SCMU office.
- An Original Tax Clearance Certificate must be submitted with this RFQ. Failure to do so will invalidate the quotation submitted**
- 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 received.
- To participate in the City's Quotation procurement of goods and/or services, vendors are advised to register on the City's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit.
- 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.

IF THIS PAGE IS NOT SIGNED, THE QUOTATIONS WILL NOT BE EVALUATED:

SIGNATURE OF BIDDER: _____

CAPACITY: _____



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City of Johannesburg
Supply Chain Management Unit

SIGNATURE OF BIDDER	
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CAPACITY	
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REQUEST FOR QUOTATION (RFQ) NUMBER: R0712/12

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.	REQUEST OF QUOTATIONS TO ADVERTISE IN KAYA FM FOR AFCON 2013	YES	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		
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Conditions

- All prices quoted must be exclusive of Value Added Tax (VAT).
- Prices quoted must include delivery charges and goods must be delivered to the address indicated.
- 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.
- Quantities are given in good faith and without commitment to the City of JHB.

PLEASE USE THIS FORMAT TO QUOTE AND NOTE THAT IF THIS PAGE IS NOT SIGNED, THE QUOTATIONS WILL NOT BE EVALUATED.



SPECIFICATIONS

Application for a quotation to advertise in Kaya FM for AFCON 2013

1. STRATEGIC THRUST

Well governed City

2. OBJECTIVE

To obtain approval to invite suppliers to give quotations for pre-recorded radio ads in Kaya FM

3. BACKGROUND

The Group Communication and Tourism has been tasked to implement a 2013 Orange African Cup of Nations marketing campaign. The purpose of this campaign is to create awareness and to position the City as a premier host City for the premier African Soccer showpiece and showcase the world class infrastructure that the City boasts to host such sporting events. The ORANGE™ CAF AFRICA CUP OF NATIONS soccer tournament from 19 January to 10 February 2013.

Overall objectives of the campaign are to:



a world class African city

- Create awareness of the Orange African Cup of Nations soccer tournament that is hosted in South Africa between 19 January and 10 February 2013
- To showcase the City's world class infrastructure, with which we hosted the 2010 FIFA World Cup
- Create excitement amongst CoJ staff, residents and visitors of the AFCON cup of Nations to encourage take up on ticket sales
- Leverage on the City being a proud host for opening and closing matches of the 2013 Africa Cup of Nations
- Ensure that all spectators are aware of what they need to do to ensure their safety during the African Cup of Nations.
- Encourage local and continental tourism opportunities to Joburg
- To position the City of Johannesburg as “Africa’s sporting capital” of choice

4. REQUIRED SERVICE

You are required to give quotation for the following:

- To book a studio for the recording of the 30 seconds pre-recorded messages
- Book 30 seconds pre-recorded radio ads on Kaya FM.
- Provide Group Communication and Tourism with a disk of the aired ads as proof post execution
- Radio campaign to start from January 2013
- Duration 6 weeks

5. TARGET AUDIENCES AND TIMES

- Residents
- National listeners
- Stakeholders – such as Businesses, communities, clergy, academia, NGOs, unions



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City of Johannesburg
Supply Chain Management Unit

- Targeted time slots as follows -09:00-15:00/09-16:00, 19:00-22:00, Saturdays and Sunday

6. EVALUATION CRITERIOR

Evaluation criteria will be focused on the following:

- Cost for the booking of a studio for the recording of the 30 seconds pre-recorded messages and for booking 30 seconds pre-recorded radio ads with Kaya FM.
- Costs of insertions for the radio ads with the above-mentioned radio station

NB: For more details please contact Ephraim Pooe on 011 407 6728