



**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	21 NOVEMBER2012
DEPARTMENT	GROUP COMMUNICATIONS
RFQ NUMBER:	R0549/12 RA-ADVERT
DESCRIPTION OF GOODS/SERVICES	MARKETING OFFICER FOR SIX MONTHS
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 4. Marketing degree/Diploma in new media
CLOSING DATE AND TIME:	DATE:28 NOVEMBER 2012 TIME: 10H30
SITE MEETING Time Date Venue	N/A
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.

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.



City of Johannesburg
Supply Chain Management Unit

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

VAT. NO: 4760117194

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BIDDER:

TEL:

FAX:

Your Vendor Number With Us:

Submission Deadline:

248 NOVEMBER 2012

Submission Time:

10H30

VALIDITY OF RFQ: 30 DAYS

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
R0549/12 RE-ADVERT	21 NOVEMBER2012
CONTACT PERSON	
NAME:	Mokone Molete
TEL NO:	0114077355/0847275565
FAX NO:	Quotes must be hand delivered

**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: R0549/12 RE-ADVERT

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.	MARKETING OFFICER	YES	1					

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

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.

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



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SPECIFICATIONS

City of Johannesburg
Supply Chain Management Unit

1 X destination marketing officer Marketing degree/Diploma in new media

For six months

Mokone Molete
Director: Management Support
Group Communications and Tourism Department 11th Floor Metro Centre
158 Civic Boulevard
Braamfontein
Tel: 0114077355
0847275565