



**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)

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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	28 November 2012
DEPARTMENT	TRANSPORTATION
RFQ NUMBER:	R0521/ 12 re-advert 03
DESCRIPTION OF GOODS/SERVICES	REQUEST OF QUOTATIONS FOR TEAM BUILDING
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.Caterer must attach a proof of Health Certificate
CLOSING DATE AND TIME:	DATE:05 DECEMBER 2012 TIME: 10H30
SITE MEETING Time Date Venue	N/A
ENQUIRIES:	NAME: Nokulunga (Khoza) Masipa TEL NO: 011 870 4512/ 079 492 7852

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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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:

05 DECEMBER 2012

Submission Time:

10H30

VALIDITY OF RFQ: 30 DAYS

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
R0521/12 RE-ADVERT 03	28 NOVEMBER2012
CONTACT PERSON	
NAME:	Nokulunga (Khoza) Masipa
TEL NO:	011 870 4512/ 079 492 7852
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: R0521/12 RE-ADVERT 03

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.	CATERING	YES	450					
2.	DJ	YES	1 DAY					
3.	VENUE	YES	SEE SPEC					
4.	STRETCH MARQUEES/TENT	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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City of Johannesburg
Supply Chain Management Unit

SPECIFICATIONS FOR THE TRANSPORT DEPARTMENT TEAM BUILDING ON THE 14 DECEMBER 2012

Request Supply chain to advertise on the board and these are our specs:

1. Venue in Gauteng

Company to propose three venues that can take +- 450 people

Venue to have a hall for our morning session that can least take 200 - 250

2. DJ for the day

Sound system/Music

Microphones x 2

3. Caterer:

- Prepare food hampers on arrival (packed sandwiches, simba snacks, fruit, chocolate and juice)
- Braai that included vegetarians, halaal etc for afternoon
- 2 x Mobile fridge for soft drinks

4. Stretch Marquees/Tent (1) depending on the size of a marquees and tables for catering

For more information, please contact Nokulunga on 011 870 4512 or 079 492 7852