



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 COMMUNICATIONS AND TOURISM
RFQ NUMBER:	R0717/ 12
DESCRIPTION OF GOODS/SERVICES	REQUEST OF QUOTATIONS FOR THE DEVELOPMENT OF AN AFCON 2013 INTERNAL MARKETING AND P.R. CAMPAIGN FOR THE CITY OF JOHANNESBURG.
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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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 NOVEMBER 2012

Submission Time:

10H30

VALIDITY OF RFQ: 30 DAYS

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
R0717/12	16 NOVEMBER 2012
CONTACT PERSON	
NAME:	Ephraim Pooe
TEL NO:	011 407-6728
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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Supply Chain Management Unit

SIGNATURE OF BIDDER	
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CAPACITY	
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REQUEST FOR QUOTATION (RFQ) NUMBER: R0717/12

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 FOR THE DEVELOPMENT OF AN AFCON 2013 INTERNAL MARKETING AND P.R. CAMPAIGN FOR THE CITY OF JOHANNESBURG.	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

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.



SPECIFICATIONS

Application for a quotation for the development of an AFCON 2013 internal marketing and P.R. campaign for the City of Johannesburg.

1. STRATEGIC THRUST

Well governed City

2. OBJECTIVE

To obtain approval to invite suppliers to give quotations for design of the look and feel for City of Johannesburg marketing campaign for AFCON 2013

3. BACKGROUND

As part of Group Communication and Tourism Public Liaison Department strategy, the Marketing unit has been tasked to implement an internal marketing campaign for the Orange Africa Cup of Nations South Africa 2013.

The objectives of the internal campaign are to:

- Create excitement amongst CoJ staff and to leverage the city's status as host city of the opening and closing matches of the Orange Africa Cup of Nations SOUTH AFRICA 2013 soccer tournament.
- Leverage on the City being a proud host for opening and closing matches of the 2013 Africa Cup of Nations

- To highlight various City infrastructure projects
- To showcase the City's world class infrastructure, with which we hosted the 2010 FIFA World Cup



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Supply Chain Management Unit

- Create excitement amongst CoJ staff about tournament and to encourage them to take up on ticket sales
- Leverage on the City being a proud host for opening and closing matches of the Orange Africa Cup of Nations South Africa 2013

A theme should be sought to represent pride and commitment with employees, that the City has once again been nominated to host a world class football tournament

Concept Objectives

To create awareness of the Orange Africa Cup of Nations South Africa 2013 soccer tournament that is hosted in South Africa between 19 January and 10 February 2013.

- Main campaign message

Eyethu, Be part of it

The Brief

Your Agency is requested to provide the following:

- A PR plan and execution plan commencing from November 2012 to the end of the Orange Africa Cup of Nations South Africa 2013, during February 2013
- A look and feel for the concept
- A internal staff competition
 - An adopt a Country concept ,where different groups of employees will adopt all the 16 team participating in the tournament
 - A central staff inter-action or fan centre ,where staff will gather during the tenure of the internal campaign for fun filled soccer related contests –preferably at Metro Centre at the Piazza

- Application of the look and feel onto presentation templates and other merchandise suggested
- Indoor branding opportunities



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- Online creative to apply the advertising and awareness strategy.

Target Audience

- Councillors
- CoJ employees including ME's

COMMUNICATION CHANNELS

We propose that the campaign roll out from November when the final draw has taken place and ticket sales open, and continue till 18 February 2013.

All internal channels as follows:

Jozinet(Intranet) messages

Posters

Electronic boards

Booms

Notice boards

Cell phone database

4. REQUIRED SERVICE

You are required to give a quotation for the following:

- To design the look and feel for the entire campaign for the following elements:

- Print advertisements
- Posters



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- Electronic templates
- Internet banners
- Rules for competition

- Include material deadline dates
- The final artwork to be approved by Group Communication and Tourism
- Deliver a CD containing all the artwork to Group Communication and Tourism

5. EVALUATION CRITERIOR

Evaluation criteria will be focused on the following:

Evaluation Criteria	Evaluation description	Weight
Design Look and feel of the campaign	▪ Exciting creative design and look and feel – submit mock ups	50
	▪ Originality and relevance to project	50
TOTAL		100



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

Please call for composite logo for City and AFCON to apply in your mock ups.