



a world class African city

City of Johannesburg
Supply Chain Management Unit

REQUEST FOR QUOTATION INVITATION FOR GOODS AND/ OR SERVICES

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 bid on the date stipulated. Late and incomplete submissions may invalidate the bid submitted.

ADVERTISEMENT DATE	2008-05-15
DEPARTMENT	SUPPLY CHAIN MANAGEMENT UNIT
RFQ NUMBER:	2008-PPA 211
DESCRIPTION OF GOODS/SERVICES	PAPER AND BOARD
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM: <u>SUBMISSION OF QUOTES:</u>	From the COJ Website – www.joburg.org.za/quotations OR FROM METRO CENTRE (OFFICE NO: 15040) 158 LOVEDAY STREET (ASK FOR FRANCIS FOR THE COLLECTION OF QUOTATIONS) <u>OFFICE NO: 15040</u>
CLOSING DATE AND TIME:	2008-05-23 10H30
ENQUIRIES:	NAME: SIPHO, MIKE, SFISO & SAMSON T: 011 407 6270, 6289, 6286 & 6288

This RFQ 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.



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

VAT. NO: 4760117194

BIDDER: _____

TEL: _____

FAX: _____

Your Vendor Number With Us:

Submission Deadline:

2008-05-23

Submission Time:

10H30

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
2008 PPA 211	2008-05-15
CONTACT PERSON	
NAME:	SIPHO, MIKE, SFISO & SAMSON
TEL NR:	011 407 6270, 6289, 6286 & 6288
FAX NR:	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 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 preferences: (maximum 20 points)

- | | | | |
|----|--|-----------|--------|
| 1. | HDI (Historically Disadvantaged Individual) Equity ownership | <u>10</u> | Points |
| 2. | SME (Small and Medium Enterprise) Status | <u>4</u> | Points |
| 3. | Woman Equity | <u>4</u> | Points |
| 4. | Disabled | <u>1</u> | Points |
| 5. | Other: JOHANNESBURG BASED COMPANY | <u>1</u> | Points |
| | | | Points |

FORMS TO COMPLETE FOR CLAIMING POINTS

MDB 6.1, MDB 4

MDB 6.3

MDB 6.1

MDB 6.1

MDB 6.11

Points for price:

80 points for price

CONDITIONS:

- All goods or services purchased will be subject to CoJ Policies & Procedures. A copy of said conditions is available from the SCMU office.
- it is the responsibility of the bidder to ensure that the relevant office/institution is in possession of a valid Tax Clearance Certificate. The onus therefore rests on the bidder to ensure that the relevant office/institution receives a valid Tax Certificate as soon as the validity of the said certificate expires. Where the relevant office/institution does not have a valid Tax Clearance Certificate, an Original Tax Clearance Certificate must be submitted with this RFQ. Failure to do so may invalidate the bid submitted in terms of the RFQ.
- 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 bid.

SIGNATURE OF BIDDER: _____

CAPACITY: _____



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REQUEST FOR QUOTATION (RFQ) NUMBER: 2008 PPA 211

Delivery Address: SMIT

ITEM NO.	DESCRIPTION	Spec Attached	Quantity Required	Unit of Measure	Local Product Yes / No*	Date required	Delivery Period / Lead time	Price per Unit of Measure (Excluding Vat)
102736	PAPER BOND BLUE 80GRM A4		1060	REAMS		2008-05-23		
102737	PAPER BOND GREEN 80GRM A4		2700	REAMS		2008-05-23		

Conditions

1. All goods or services purchased will be subject to the City of JHB General Conditions of Contract.
2. All prices quoted must be exclusive of Value Added Tax (VAT).
3. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
4. 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.

THE FOLLOWING MUST ACCOMPANY YOUR BID IF INDICATED BY X

- Samples SABS Certificate

IF NOT BIDDING, INDICATE SO AND RETURN DOCUMENTS TO THE RELEVANT PROCUREMENT OFFICIAL

SIGNATURE OF BIDDER: _____ CAPACITY _____