



a world class African city

City of Johannesburg
Supply Chain Management Unit

REQUEST FOR QUOTATION FOR STOCK ITEMS 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	12 FEB 2010
DEPARTMENT	SUPPLY CHAIN MANAGEMENT UNIT
RFQ NUMBER:	2010 017 CCM
DESCRIPTION OF GOODS/SERVICES	CLEANING MATERIAL
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>
CLOSING DATE AND TIME:	18 FEB 2010 10H30
ENQUIRIES:	NAME: SIPHO, SFISO, SAMSON & MIKE T: 011 407 6270,6286,6288 & 6289
LAST DATE ON WHICH SUPPLIER DATA WAS UPDATED ON THE COJ SUPPLIER DATABASE	

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.

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

- 1) IF THE QUOTATION PAGE IS NOT SIGNED.
- 2) IF THE FOLLOWING ORIGINAL FORMS ARE NOT COMPLETED AND SIGNED (NO PHOTOCOPIES):
 - i) MBD 4: DECLARATION OF INTEREST
 - ii) MBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001
 - iii) MBD 6.3: PROMOTION OF SMALL BUSINESS (SMME)
 - iv) GB18: YOUTH EQUITY OWNERSHIP DECLARATION (TOGETHER WITH A COPY OF ID DOCUMENT)
 - v) MBD 6.11: PROMOTION OF ENTERPRISES LOCATED IN A SPECIFIC AREA



City of Johannesburg
SUPPLY CHAIN MANAGEMENT UNIT
 Supply Chain Management Unit
P.O. BOX 7776
JOHANNESBURG
2000

VAT. NO: 4760117194

BIDDER:

a world class African city

TEL:

FAX:

Your Vendor Number With Us:

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
2010 017 CCM	12 FEB 2010
CONTACT PERSON	
NAME:	SIPHO, SFISO, SAMSON & MIKE
TEL NR:	011 407 6270, 6286,6288 & 6289
FAX NR:	Quotes must be hand delivered

Submission Deadline:

18 FEB 2010

Submission Time:

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 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>3</u>	Points
3.	Woman Equity	<u>3</u>	Points
4.	Disabled	<u>1</u>	Points
5.	Youth	<u>2</u>	Points
6.	Other: Company Rates & Taxes Paid at COJ	<u>1</u>	Points
			Points

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 quotation 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 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: 2010 017 CCM

Delivery Address: MAINREEF STORES

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)
100841	BROOM PAVEMENT 460 COMPLETE		77	EA		1-3 Days after an original PO		
100844	BROOM SOFT 30CM COMPLETE WITH METAL STAY		200	EA		1-3 Days after an original PO		
101312	CLEANER HOUSEHOLD AMONIATED 750ML HANDY		759	EA		1-3 Days after an original PO		
101364	CLOTH MUTTON 400G		209	EA		1-3 Days after an original PO		

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.

THE FOLLOWING MUST ACCOMPANY YOUR QUOTATION IF INDICATED BY X

- Samples SABS Certificate

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

*** PLEASE USE THIS FORMAT TO QUOTE AND NOTE THAT IF THIS PAGE IS NOT SIGNED, THE QUOTATIONS WILL NOT BE EVALUATED.
* PLEASE NOTE THAT THE PRICE GIVEN WILL BE TAKEN AS UNIT PRICE.**