



a world class African city

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)

ADVERTISEMENT DATE	03 MARCH 2010
DEPARTMENT	DEPARTMENT OF ECONOMIC DEVELOPMENT
RFQ NUMBER:	641/10
DESCRIPTION OF GOODS/SERVICES	CALL FOR SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR PROVIDING SERVICE: TO DEVELOP 2010 FIFA WORLD CUP INFORMAL TRADING IMPLEMENTATION PLAN INCLUDING OPERATIONALISING THE EVENT FOR THE DURATION OF WORLD CUP
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	THE SPECIFICATION IS ALSO AVAILABLE IN THE COJ WEBSITE – WWW.JOBURG.ORG.ZA/QUOTATIONS OR AT OUR OFFICES ON THE 15TH FLOOR, A BLOCK, METROPOLITAN BUILDING, 158 LOVEDAY STREET, BRAAMFONTEIN
CLOSING DATE: TIME:	10 MARCH 2010 10h30
COMPULSORY REQUIREMENTS	1. COMPLETE MBD FORMS MUST BE ATTACHED TO THE PROPOSAL
SITE MEETING Time Date Venue	N/A
ENQUIRIES:	Mr Xolani Nxumalo : 011 358 3442 / 3229
SUBMISSION:	Sealed quotation marked with the reference no: must be placed in the <u>Quotation Box</u> at the main entrance ground floor, main administration building, Metropolitan Center 158 Loveday street, Braamfontein. <u>The City does not take responsibility for any quotations submitted to the wrong box.</u>

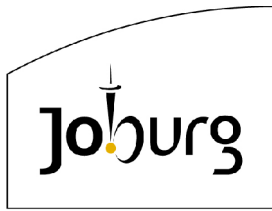
The City of Johannesburg requests your quotation on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete / missing documentations will invalidate the quotation submitted. Suppliers which are not registered on the City's Supplier database will not be considered. The City is not obliged to accept the lowest or any submission received. The City reserves the rights to accept the whole or any portion of a quotation.

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 Procurement Policies and Procedures.

City of Johannesburg
Supply Chain Management Unit



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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

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
641/10	03/03/2010
CONTACT PERSON	
NAME:	Rebecca Khumalo
TEL NR:	011 358 3442 / 3876

Submission Deadline:

10 MARCH 2010

Submission Time:

10h30

RFQ Validity:

30 Days (commencing from the RFQ closing date)

OFFICE USE ONLY:
PRICE/S TO BE VAT EXCLUSIVE

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)

			<u>FORMS TO COMPLETE FOR CLAIMING POINTS</u>
1. HDI (Historically Disadvantaged Individual) Equity ownership	10	Points	MDB 6.1, MDB 4
2. SMME (Small, Medium & Micro Enterprise) Status	4	Points	MDB 6.3
3. Woman Equity	4	Points	MDB 6.1
4. Disabled	1	Points	MDB 6.1
5. Other: Johannesburg Based Company	1	Points	MDB 6.11
		Points	

Points for price:

80 points for price and functionality see attached spec

CONDITIONS:

1. All goods or services purchased will be subject to CoJ Policies & Procedures. A copy of said conditions is available from the SCMU office.
2. 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.
3. 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.
4. 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.
5. I certify that the information supplied is correct and I have read and understood the COJ General Conditions and Policies and Procedures and accept it.
6. 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: _____



CALL FOR SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR PROVIDING SERVICE: TO DEVELOP 2010 FIFA WORLD CUP INFORMAL TRADING IMPLEMENTATION PLAN INCLUDING OPERATIONALISING THE EVENT FOR THE DURATION OF WORLD CUP

1. BACKGROUND

As a host city for 2010 FIFA World Cup, the City of Johannesburg (COJ) signed the Host-City agreement with FIFA and the LOC that outlines COJ's commitments with respect to the hosting of these FIFA events. The Host-City Agreement has a number of provisions that are expected to have an impact on the day-to-day running of businesses around the City, has in mitigating this impact, how these options can be implemented. Tied to the problem of informal trading contravening FIFA By-Laws, is the challenge of the Host-City Agreement that has a number of provisions that are expected to have an impact on the day-to-day running of businesses around the City. In particular is the concept of business closure or restrictions. The concept of 2010 business closure relates to restrictions on certain business or commercial activities during the FIFA Events and/or at certain locations in the City. In general, the rights to conduct certain commercial activities or to enter into certain commercial undertaking, at specified locations and at specified times, are reserved for FIFA and its commercial affiliates.

For information purposes, the commercial affiliates of FIFA are as follows:

FIFA Partners (granted to most comprehensive package of global advertising, promotional and marketing rights in relation to FIFA and the events):

- Adidas
- Coca-Cola
- Emirates
- Hyundai Kia Motors
- Sony
- Visa

FIFA World Cup Sponsors and FIFA Confederations Cup Sponsors (granted the second most comprehensive package of global advertising, promotional and marketing rights in relation to the specific competition event):

- Budweiser
- Castrol
- Continental
- McDonalds
- MTN
- Satyam

National Supporters (granted a package of advertising, promotional and marketing rights in relation to the competition event, which are only exercisable in South Africa):

- FNB
- Telkom

Branded Licensee:

- Any entity, not being a FIFA Partner, Sponsor and National Supporter, to which FIFA (or its nominee) grants the right to place any FIFA Brand Marks on products which also bear the corporate identity or marks of such entity.
 - Global Brands is the company nominated by FIFA to manage the granting of Brand Licenses globally.
- i) Facilities found within the FMB and opportunities thereof

Chapter 6: Street Trading of the FIFA by Laws

The provisions in this chapter focus on the generally acceptable conduct of street traders and are largely consistent with the City's existing street trading By-laws. Street trading will be prohibited in certain areas and restricted in others, which coincides with section 6 of the existing street trading By-laws, with the exception of prohibition of street trading at controlled access sites or exclusion zones during the term. It is not the intention of the City to disrupt the livelihoods of some of the street traders, particularly those who normally trade in areas zoned as controlled access sites or exclusion zones, rather the City seeks to ensure that trading in these sites is controlled, but also disrupted as little as possible. Here, the City faces a difficult task of balancing the interests of a valuable section of the community against its obligations as a 2010 FIFA Soccer World Cup Host City. In certain circumstances, it may be possible for the City to grant exception to the general rule that street trading will not be allowed at controlled access sites or at exclusion zones, particularly on match days. The Council approved 2010 FIFA World Cup By-laws were promulgated in the Provincial Gazette. It is important to distinguish between the Commercial Exclusion Zones and Safety and Security Zones. In terms of the former, all businesses within the zones will not be operational during the match days or day before the game and after. Furthermore, there will not be any outdoor advertisements of any business other than those of the FIFA Commercial affiliates

The 2010 FIFA World Cup™ by-laws are uniform to all other host cities except for the schedule dealing with Control Access sites, Principal Public Roads, Exclusion zones and the schedule on the effective date of the by-laws.

After the consultation process, public comments were consolidated into the report which was subsequently approved by council recommending their promulgation. The by-laws were promulgated in February 2009 and they cover the following areas:

Advertising

Control access,

Public open space and City beautification,

Public roads and traffic guidance

Street trading

Trading and advertising (Commercial activities)

Host cities, FIFA and LOC are obliged to create commercial restriction zones around stadiums and areas of importance during the tournament. This is to protect the FIFA commercial affiliates and sponsors from ambush marketing by competing companies in the event to which they have contributed nothing.

What are Commercial restrictions zones or control access areas?

Areas surrounding or adjacent to stadium perimeters where only FIFA commercial affiliates or sponsors are permitted to trade and be visible within the parameters of the contractual stadium precincts; these zones are also applicable to the FIFA Fan Fests and International Broadcast Centre.

Who determines these restriction zones?

FIFA, its Local Organizing Committee (LOC) and the host cities.

What other areas are affected?

All world cup host venues and related areas including FIFA Fan Fests, team training venues, hotels, park n ride facilities, city squares and the International Broadcast Centre (IBC). Businesses will be able to operate normally by focusing on their core business and not exploit the occasion by erecting informal branding or signage that is not part of their usual trading.

How will businesses be affected?

Most businesses within these zones will not be asked to close down provided they conscientiously avoid ambush marketing activities and ensure that their trading practices and signage are as far as possible "business as usual".

City of Johannesburg
Supply Chain Management Unit

Why these restrictions?

To protect official trademarks and intellectual property rights of FIFA and its official sponsors against ambush marketing.

What are protocol routes?

Routes between the airports and the official FIFA hotels, FIFA headquarters, stadiums, around Nasrec, and main roads linking stadiums to hotels and hotels to airports. These routes are normally kept secret for safety reasons and may not necessarily be the common ones used to and from the venues stated above.

What are principal public routes?

Any major route leading to major train and bus stations, transport nodes and main roads nearby stadiums e.g. the Soweto Highway.

What about billboard advertising?

Certain portions of the official routes will be branded by FIFA flags and that of its commercial affiliates and sponsors. The areas around the match venues, IBC and Fan Fest will be free from any form of advertising other than that of FIFA and its commercial affiliates.

City Beautification

All persons engaged in major construction during the effective term of the by-laws that are visible to the public and close to transport hubs, entertainment centres, exclusion zones and control access sites shall cover such construction sites from the public view. If the construction is in progress during the effective date, the Municipality has the right to request such construction to be suspended without any compensation.

To ensure that this does not have a negative impact in the industry, the City's Department of Planning and Urban Management (DPUM) is compiling an inventory of all business that will be affected to ensure that they are duly advised. Should there be any circumstances to exempt the provision of the above; individuals should apply for permission from the DPUM.

Informal Trading during the FIFA World Cup

Trading shall continue normal "business as usual" in all markets, stalls all areas of the City of Johannesburg jurisdiction traders are expected to comply with FIFA By laws by avoiding selling illegal counterfeit goods, or ambush marketing or trading along protocol main routes outside demarcated trading areas

- Traders in our markets shouldn't conduct in counterfeit goods
- No FIFA World Cup Ambush Marketing in their stalls or markets

How will this affect informal traders?

The by-laws prohibit any form of commercial activities within the exclusion and commercial restriction zones as well as control access sites. Informal traders must refrain from trading within a 1km radius of the stadium and 100m from the fan fest sites.

Trading shall take place and be managed during the World Cup specifically in all demarcated areas within all events precincts (Demarcated traders shall be accredited with events permits by the Host City Department of Economic Development in collaboration with Environmental health and MTC)

What are they allowed to sell?

They will be allowed to sell food, arts and crafts, face painting, merchandising Vuvuzelas, caps, teams shirts, flags and etc all approved by the City of Johannesburg and FIFA rights protection Unit

What training they are undergoing

Training is scheduled by the City's Environmental Health department and Emergency Services Department for specifically food vendors or traders

- in preparation for the event to ensure that all accredited food traders do meet the health requirements e.g. -**Certification** of food suppliers, e.g. Food Vendors
- **Training** of Informal Food traders and corporate image for certified traders
- - **Monitoring** – evaluation of food premises of hawkers, sampling strategy and sampling of food and preparation surfaces and utensils & monitor food for officials
- -Guidelines for the **transportation of food**
- -Briefing of all **food suppliers** on EH Requirements
- -Ensure that all food are issued with Certificates and licensed
- -Ensuring that all demarcated traders have being certified by the Environmental Health

Training schedule is as follows

23/1/2010	25/2/2010	25/3/2020	29/4/2010	27/5/2010
Informal food traders training	Informal food traders training	Informal food traders training	Informal food traders training	Informal food traders training

Venue: CJ Cronje Building c/o Bree st and Love Day Street
5th Floor Boardroom

Time: 10h00-11h30

What criteria will they need to have to obtain permission for trading during 2010?

Preferable first priority shall be given to the existing events traders who are currently selling at all PSL games, Cricket games and rugby games because they will be directly affected by the exclusion zone policy

Other traders from formal markets and linear markets as per allocation policy of the City and category list

Products have to compliant with health regulations for food vendors

Legitimate documents, SA ID or Passport

- Accredited with permits consist of ID, Photo, Name, demarcated Stall numbers
 - Completed Environmental health trading for food traders
 - Obtained Environmental heath certificate of accessibility
 - After completing training shall be issued with aprons
 - All trading in the FIFA World Cup precincts will be controlled by demarcated site and accredited with specific permit
 - First Priority shall be given to existing Events Trader E.g. PSL Soccer Games, Cricket Matches and Rugby
 - Other traders from formalized markets wanting to trade shall be considered as per allocation policy
 - Fan Walk ways (Consider adjacent traders along those fan path walkways
 - All 2010 Trading areas will be temporally during the Event) Criteria for selection

Permits shall be strictly stipulated the duration of the FIFA WORLD CUP with expiry date post the event traders shall be expected to return to their normal trading sites

- Merchandising vendors have to be compliant with Counterfeit goods act
- Sell legal goods
- Vendor kiosks, stall structures must be cleaned and equipped 5 hours before the event

- They will commence operation 5 hours before the event and will close +/- 4 hours after the event or when all spectators are gone.
- Registration of vendors will be enforced.

Where exactly will they be allowed (stadiums/fan parks/public viewings etc?)

Demarcated area within the Precincts e.g. Fan parks, Public Viewing Area, Fan bouleveld Walkways, Ekasi TVs, Park and Rides drop off zones

How many of them will be allowed

Numbers shall be determined by precincts specifics layout plans still finalizing the figures

Other opportunities outside of fan parks and stadiums (parallel events)

The City has approved a resolution that Mamas shall be given opportunities to cater for the Host City Volunteers and VIPS

Who do we consider for catering for the VIPs?

- Directly affected daily events vendors who their income is depended on events first

Requirements for Catering VIPS

I.D and photos

Pr of of Address

Health license

City' Department of Economic Development

Events database as Category one

Complete application form

Requirements for Catering VIPS

Deployment into various City Departments during the Event to be determined by 2010 office

Traders allocated catering for VIP will not be ALLOWED TO duplicate with stalls at all our other precincts

Traders have to be registered with the City's DED events Database

What about priority spaces outside the identified zones?

Municipal public spaces such as parks, city halls, churches and heritage sites as well as pavements outside ATM machines are all subject to the same restrictions on street trading because they are high visitor traffic areas that are vulnerable to ambush marketing. *This is also provided for in the ordinary City by-laws.*

How long will these by-law restrictions be in place?

The City of Joburg has not as yet promulgated the effective date on the 2010 FIFA World Cup by-laws and as such the by-laws are not enforceable until its effective date. The consultation process will determine the most convenient date to make them effective.

Who will police these restrictions?

Fife's rights protection team, the city's by-law enforcement teams from the Johannesburg Metropolitan Police Department and the South African Police Service (Commercial branch unit) DTI ,SARS and etc

What punishment will offenders face?

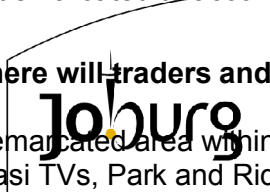
They can have their goods confiscated, face a fine of up to R10 000 or up to six months imprisonment. Special courts will be available to hear cases quickly during the World Cup.

We have just received from the By Law management unit of JMPD, schedule of admission of guilty fines in respect of the offences committed under the 2010 By laws, and it appears the maximum fine is R1500 and minimum is R500.00. I am not sure if we need to change the above given that the schedule is also a public document which can be produced to court as evidence

2. IMPACT /BENEFITS

Briefly, the successful implementation of the Demarcation programme has far reaching implications in terms of managing the informal trading trading in the City make differentiate

between legal and illegal trading easy for by law enforcement and management. Tied to the demarcation is the idea of designated area(s), which relates to permissible stalls that should be demarcated to accommodate informal trading.



Where will traders and the mamas be allowed to trade,

Demarcated area within the Precincts e.g. Fan parks, Public Viewing Area, Fan bouleveld Walkways, Ekasi TVs, Park and Rides drop off zones STRICTLY Monitored and regulated by the City

What the requirements are to be accredited for the FIFA World Cup,

Directly affected daily events vendors who their income is depended on events first and are registered on the City Events database from Department of Economic Development.
Requirements to obtain the Event permit are prerequisites
Accreditation with the City's Permits per precincts
Traders will have to complete an application form from DED and be registered on DED Events Database

3. PROJECT SPECIFICATION

Quotations to this Request for Quotations should include the following specifications: Detailed implantation plan with details of application process, registration and accreditation, detailed documentation and up-to-date information shall be provided during briefing e.g. Host City's agreements, FIFA guidelines below precincts layout plans indicating proposed informal trading allocation done to date shall be provided by the Department of Economic development and City's 2010 office .The plan shall include operational plans per site precincts as provided by the Department and 2010 office ,It should be noted that the City will provide approximately staff complement of 85 Volunteers to assist during the event

- Proposed Demarcated sites during the world Cup
- Fan Parks Limited (To be approved by FIFA &2010 office)
- Public Viewing Areas (Newtown Square)
- MTN Township TVs (approved Parks)
- Fan Walkway to Ellis Park and Soccer City
- Park and Rides Drop off Zone both Ellis Park and Soccer City
- Park and Ride zones
- FIFA Football for Hope in Alexandra
- Catering for the City Volunteers from Traders (Mayoral Approved)
- All trading sites will be temporally for the duration of the event only

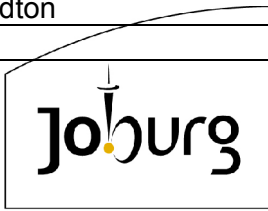
What are they allowed to sell?

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2010 VENUES – JOHANNESBURG
MATCH VENUES
Soccer City Restricted demarcated trading to stalls
Ellis Park stadium Trading restricted to drop-off zones park and rides and demarcated trading areas outside e,g Curry street and bok& beit street excluding zones
TRAINING VENUES
Rand stadium Trading limited to accredited stalls inside the stadium during training of teams
Dobsonville stadium Trading limited to accredited stalls inside the stadium during training of teams

Orlando stadium Trading limited to accredited stalls inside the stadium during training of teams	City of Johannesburg Supply Chain Management Unit
Ruimsig stadium Trading limited to accredited stalls inside the stadium during training of teams	
FAN PARKS	
Innes Free Park, Sandton Trading limited to demarcated accredited trading place	
Elka Stadium, Soweto (Demarcated Trading) Trading limited to demarcated accredited trading place	
PUBLIC VIEWING SITES	
Mary Fitzgerald (Designated trading inside the Public Viewing space)	
Walter Sisulu Square Not applicable	
Fan Walkway Inner City As outlined below	
PROTOCOL ROUTES	
No trading	
PARALLEL EVENTS	
The Boys in the Photograph – Joburg Theatre	
Artist of Africa – Museum Africa	
FIFA HQ	
Sandton Library complex No trading	
FOOTBALL FOR HOPE	
Alexandra Limited to demarcated trading place	
IBC (International Broadcast center)	
Nasrec EXPO Centre No trading	
TENT CITY	
Waverley Sport Complex City Parks Township TV (Enter into MOU with City Parks /EkasiTV for more organised and designated trading in all Township TVs)	
PARK and RIDE	
Wits	
Nasrec	
Bez Park (Trading designated to drop-off zones and actual park)	
Marks Park (?)	
Wemmerpan No Trading	
Maponya Mall No Trading	
South Gate No Trading	
Montecasino No Trading	
The Dome No Trading	
TRANSPORT HUBS	

Inner city	
Rhodesfield	
Sandton	City of Johannesburg
	Supply Chain Management Unit



4. PROJECT DELIVERABLES

Complete FIFA 2010 World Cup Informal trading Implementation plan including processes for application and accreditations in collaboration with LOC and FIFA, How traders will access VIPP for vehicle access, deployment of informal food vendors to be caterers as per the recent Council resolution that catering of the Host City VIPs and Volunteers shall be provided by the Hawkers or informal traders. Master Plan inco-operating all implementation and precincts plans, application and accreditation process detailing operational details

Project coordination will be undertaken within the parameters set by the Department of Economic Development, SMME Directorate and Informal Trading Unit, MTC and JMPD and 2010 office, Task team would be set-up in assisting with whole Operational plans and implementation plan process to ensure smooth implementation.

7. PROCURING SERVICES

Service Providers will be selected primarily on the strength of their proposal, affordability of their quotation, the skills/services they can provide, their track record in organizing similar work, the overall cost competitiveness of their proposal and their level of affirmative action.

8. DOCUMENTATION AND CONFIDENTIALITY

Ownership of all documentation, material and data produced within the context of the projects whether in hard, digital and video format shall be the property of the City of Johannesburg and the Department of Economic Development. Project material shall be presented in Microsoft Word/Excel and map related information should be in GIS format.

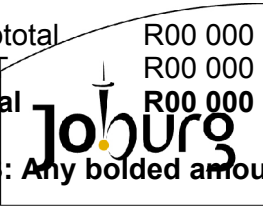
9. PROPOSAL STRUCTURE AND CONTENT

- Cover Page with Title and Contact Person, contact details, including telephone number and email address (es).
- Statement of Understanding of Project Specifications including Quotation with pricing options.
- Description of Services/Work to be performed.
- Deliverables.
- Delivery Schedule. **Bidders need to take into consideration that this project is on a tight deadline; hence no delays in the delivery of this project will be entertained.**
- Other Requirements (address whatever else is requested in the Terms of Reference).

10. CONTRACT PRICE

The contract price shall be VAT inclusive, with VAT specified as a separate line item as per the following format:

Subtotal	R00 000
VAT	R00 000
Total	R00 000



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(NB: Any bolded amount will be deemed to be the total inclusive of VAT).

Bidders are requested to submit the contract price as per the phases of the deliverables of this document. The price of each phase needs to be stipulated.

11. SUBMISSION OF PROPOSALS

No document will be accepted after the closing date and time. Proposals (2 original copies) should be submitted to Supply Chain Management Unit.

12. CRITERIA FOR SELECTION

Criteria Applicable	Guidelines	Points
Understanding of the Project Brief	Provide a detailed description of your understanding of the project.	10
Distribution of Advertorial Details and Scope	Target Audience, number of prints and endorsements (if any)	10
Advertorial Specifications	Advertising rates and specifications, including special rates	20
Fees / Pricing / Costing	Breakdown on deliverables and pricing for the two advertorials as per advertorial specifications	40
Affirmative Business Enterprise Empowerment (Historically Dis-advantaged Individual Equity, Women Equity & Disability Equity)	HDI Equity – 10 points Women Equity – 4 points Disability Equity – 1 point SMME – 4 Joburg Based Company - 1	20
TOTAL		100