



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	Libraries and information services
RFQ NUMBER:	R634/10
DESCRIPTION OF GOODS/SERVICES	Supply and Delivery of membership cards
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 15 TH 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:	Elize van der Westhuizen +27 11 226 0923 or +27 82 567 2978
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.



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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:

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REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
R634/10	03 MARCH 2010
CONTACT PERSON	
NAME:	Elize van der Westhuizen
TEL NR:	+27 11 226 0923 or +27 82 567 2978

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)

1.	HDI (Historically Disadvantaged Individual) Equity ownership	10	Points
2.	SMME (Small, Medium & Micro Enterprise) Status	4	Points
3.	Woman Equity	4	Points
4.	Disabled	1	Points
5.	Other: Johannesburg Based Company	1	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 and functionality see attached spec

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 it.
- 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: _____



REQUIREMENTS:

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Ordinary book membership cards

1. CARD

- a. Etoro card – 200 gram – white for Ordinary book membership
- b. Pre-printed with City of Johannesburg LIS Conditions of use – see below
- c. Print font : Header 9.5 point
- d. Print font : Text 7.7 point

2. BAR-CODE

- a. Size: 52mm x 23 mm self adhesive label
- b. Text font : Arial T28 Western Bold
- c. Font size: 10
- d. Character height: 3.6
- e. Code 39 compliant

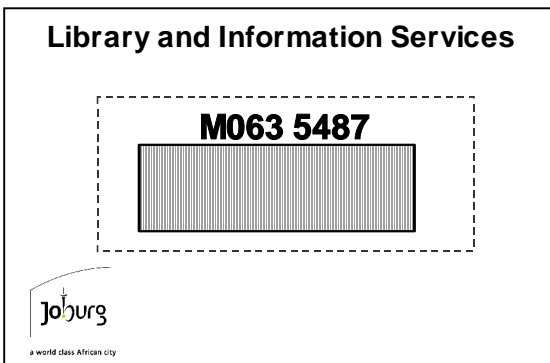
3. LAMINATING POUCH

- a. 59mm x 83 mm
- b. 360 micron

Samples of layout of the membership cards:

Ordinary membership:

1. Front – ordinary membership



2. Back – ordinary membership

Conditions of Membership

1. This card must be presented each time material is borrowed, or on request, for e-Access use.
2. Change of address must be reported immediately.
3. Loss of this card must be reported immediately. A replacement fee will be charged.
4. The user is responsible for all items borrowed against this card and for use of the Library's electronic equipment.

EVALUATION CRITERIA