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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	PHAKAMA
RFQ NUMBER:	R635/10
DESCRIPTION OF GOODS/SERVICES	PRINT,SUPPLY AND DELIVERY OF HIGH QUALITY SAP R/3 TRAINING MANUALS TO BE PRODUCED WITH THE COJ AND ERP SS BRANDING.
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. MBD FORMS MUST BE ATTACHED TO THE PROPOSAL
SITE MEETING Time Date Venue	N/A
ENQUIRIES:	Tersia Groenewald : (011) 018-6410
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:

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
R635/10	03 /03/2010
CONTACT PERSON	
NAME:	Tersia Groenewald
TEL No:	(011) 018-6410

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 | <u>10</u> | Points |
| 2. | SMME (Small, Medium & Micro 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 |

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: _____



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SPECIFICATION

- ERP SS will provide a CD with PDF documentation for printing purposes.
- Digital printing.
- 56 different training manuals to be printed.
- Variable pages per manual from 34 pages to 207 pages per manual.
- On average approx 80 pages per manual.
- A4-Size.
- Cerlox binding.
- Colour: Black and white.
- Transparency and colour front page.
- White backing page (150 mg)
- Printing back-to back (Double sided)
- Orders to be placed on a fortnightly on an as-and-when-required basis.
- Training manuals to be delivered at 222 Smit Street, Braamfontein on a fortnightly basis.

CONTACT PERSON: Tersia Groenewald : (011) 018-6410
ERP SS Office, 9TH st Floor, 222 Smit Street, Braamfontein