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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)**

<b>ADVERTISEMENT DATE</b>	03 MARCH 2010
<b>DEPARTMENT</b>	DEPARTMENT OF ECONOMIC DEVELOPMENT
<b>RFQ NUMBER:</b>	R640/10
<b>DESCRIPTION OF GOODS/SERVICES</b>	<b>CALL FOR SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR PROVIDING SERVICE: DEMARCATION OF TRADING AREAS WITHIN THE CITY OF JOHANNESBURG IN LINE WITH CITY'S APPROVED INFORMAL TRADING BY LAWS</b>
<b>RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:</b>	<b>THE SPECIFICATION IS ALSO AVAILABLE IN THE COJ WEBSITE – <a href="http://WWW.JOBURG.ORG.ZA/QUOTATIONS">WWW.JOBURG.ORG.ZA/QUOTATIONS</a> OR AT OUR OFFICES ON THE 15<sup>TH</sup> FLOOR, A BLOCK, METROPOLITAN BUILDING, 158 LOVEDAY STREET, BRAAMFONTEIN</b>
<b>CLOSING DATE: TIME:</b>	<b>10 MARCH 2010 10h30</b>
<b>COMPULSORY REQUIREMENTS</b>	<b>1. COMPLETE MBD FORMS MUST BE ATTACHED TO THE PROPOSAL</b>
<b>SITE MEETING Time Date Venue</b>	N/A
<b>ENQUIRIES:</b>	Mr Xolani Nxumalo : 011 358 3442 / 3229
<b>SUBMISSION:</b>	Sealed quotation marked with the reference no: must be placed in the <b><u>Quotation Box</u></b> 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.

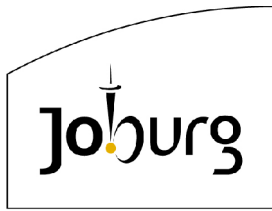
**This RFQ will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the City's Procurement Policies and Procedures.**

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**

\_\_\_\_\_

<b>REQUEST FOR QUOTATION</b>	
<b>RFQ NUMBER</b>	<b>RFQ DATE</b>
640/10	03/03/2010
<b>CONTACT PERSON</b>	
<b>NAME:</b>	Rebecca Khumalo
<b>TEL NR:</b>	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)**

1.	HDI (Historically Disadvantaged Individual) Equity ownership	10	Points	<b><u>FORMS TO COMPLETE FOR CLAIMING POINTS</u></b> 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:**  
**DEMARICATION OF TRADING AREAS WITHIN THE CITY OF JOHANNESBURG IN LINE WITH**  
**CITY APPROVED INFORMAL TRADING BY LAWS**

**1. PURPOSE**

To provide specifications for a call for quotations for the demarcation of trading areas In terms of the Business Act No 71 of 1991 and the Street Trading By-Laws 2004 and Informal Trading Policy, to obtain authority to demarcate the following areas as trading areas: Ivory Park, Swazi Inn Ebony Park, Roodepoort, Florida, Dobsonville, White City Cross Roads, Jabulani, Jules Street, Lenasia and Orange Farm, Alexandra Pan Africa, parts of the Inner City, Roodepoort CDB. Florida, Region G

**2. BACKGROUND**

The City of Johannesburg acknowledges the relevance and contribution of informal trading to the economic and social life of the City. Informal Trading provides some income to those who are unemployed as well as providing an alternative to established traditional formal sector retail options. The City aims to develop the sector and its participants into a commercially viable and dynamic economic sector, which contributes to the economic growth of the City and the quality of life of its citizens in a sustainable manner. Appropriate infrastructure support and services, entrepreneurial development and spatial planning will be the cornerstones to achieving such a policy goal.

The Informal Trading policy lays foundation for the exercise of informal trading in manner that is of benefit to all affected stakeholders, namely, traders, property owners, law enforcement agencies, all spheres of government departments and consumers. It is premised on the belief that informal trading is major contributor to local economy and creates employment for those who cannot secure jobs in the formal economy.

Due to the transitory nature of the informal trading sector, enforcement becomes an important aspect of regulating this sector, in order for it not to have negative impact on maintaining an orderly City. One of the mechanisms that the policy is proposing is to create linear markets, which clearly defines areas for informal trading. This way the regulation of the informal sector is then linked to better management and support functions. However, the reality of the informal trading sector is such that demand for space in the areas considered lucrative for trade is often in short supply, and the problems of trading in non-designated areas within the City becomes a challenge. It is accepted that the current By-laws Chapter 6 (Prohibited Conduct) paragraph (h) be in operation where the Council in terms of section 6A (3) (b) of the Business Act, 1999 (Act No. 71 of 1991) can demarcate trading areas in order for it to reflect the new policy objectives, and not criminalize this sector. In the past there was inconsistency with regard to the enforcement of by-laws. Law enforcement find themselves having to impose by-laws, which are often inappropriate on people who are wary and critical. In addition there are often not sufficient people to enforce the by-laws. The enforcement measures do not work, often people get arrested one day are back the following day. This is a waste of time and resources and is not good for relationship between law enforcers and informal traders

## Types of Informal Traders

Informal/Street Traders can be divided into the following types:

- Those trading in Public open spaces: City of Johannesburg  
Sloppy Chain Management Unit
  - **street & pavement**, pedestrianized streets **Linear Markets**
  - intersection trading
  - trading at transport interchanges
  - Mobile trading
  - Caravans, bakkies, bicycles, mobile containers, trolleys/pulleys, etc.
- Stationery or fixed containers
- **Spaza shops**
- Special purpose markets
- Flea-markets, craft markets, converted or renovated buildings, satellite markets
- Those trading during major events
- **Periodic markets, seasonal, night markets**

## Challenges facing Informal Traders

There are several constraints which are negatively impacting on the informal/street traders. Some of the main challenges include:

- Lack of access to financial services such as credit and savings
- Limited access to training in areas such as business skills, technical training and other basic education and training;
- Sector specific problems especially with improper linkages with and supplies from formal businesses;
- Limited access to infrastructure and basic services like housing, water, electricity, rubbish removal;
- Limited access to business related infrastructure such as manufacturing space, closeness to others involved in similar activities, as well as, trading and storage space;
- Government regulations particularly on how public space is regulated ;
- Lack of or limited or uncoordinated communication strategies and channels;
- Crime including violent crime, shop lifting and employee theft, especially among hawkers who do not take stock of their products;
- Competition from peers due to over trading (especially among hawkers) and effects of competition from large retailers;
- Unwillingness of informal traders to undergo training because they will loose out on the trading hours as most of them are one person traders and
- Instances of 'fronting' to subvert the licensing processes, coupled with a general reluctance by informal traders to pay rentals.

## Dynamics between the City and Informal Trading sector:

Dynamics are similar to challenges but in this context they deal with inter-and intra- relationships between and among people and the organizations they represent. Some of the common ones are:

- Relationships with metro police(JMPD) are always strained, especially law enforcement agents who are viewed as antagonistic to informal trading per se;
- Perception by informal traders that foreigners are taking over their business and mainly their trading space (xenophobia) This is now taken as a fact of life;
- Tense and frustrating relationships with (JMPD)especially where informal traders' goods are constantly being confiscated and impounded (whether correctly or otherwise);
- Intermittent suspicious and frustrations by informal traders due to site allocations and the function of processing permits by municipalities; hence unhealthy cooperation between authorities and informal traders;
- Increased inter-organizational rivalries and intra-organizational conflicts between and among informal/street traders' associations;
- Most of these organizations are institutionally and financially weak and therefore are not able to represent and manage their members properly;

- The element of “crosstitude” is very common among members – where informal traders are able to move from one association to another without any formalities;



### **3. IMPACT /BENEFITS**

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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.

### **4. PROJECT SPECIFICATION**

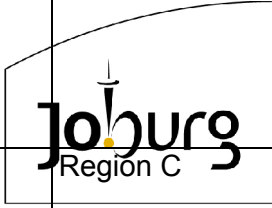
Quotations to this Request for Quotations should include the following specifications: cost charge to demarcate each street with stick painting used for road marking, including numbering of stalls numbers all demarcations should be in line with City Informal Trading Policy , business act and area town planning schemes the department be authorized was authorized by the mayoral committee to proceed with proposed demarcation process in terms of Section 6A(2)(a) read with Section 6A(2)(h) of the Business Act No 71 of 1991, the following areas be declared as areas in which the carrying on of business of street vendors, pedlars and hawkers be restricted and Demarcated

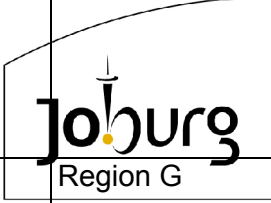
### **5. PROJECT DELIVERABLES**

Complete demarcation of all below listed trading spaces e.g. painted with markings and numbering, including site reports of number of stalls demarcated per site.

It is proposed that the implementation of such restriction and demarcation be promulgated and enforced immediately in some areas and in others only promulgated and enforced. The proposed demarcation phasing-in is shown in the table below, including reminder of the Inner City Street e.g. Fashion district.

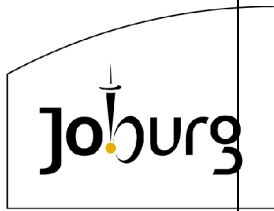
No	Name of Area	Site Description	Type of Demarcation	Reason
1	Region A	1. Ivory Park <ul style="list-style-type: none"> <li>• Kopanong Shopping Centre</li> </ul>	Demarcation of trading space along the sidewalk. In the Kopanong area trading is taking place along the walkways which are more than 4metres wide. The City's steel stalls have been requested	Side walk is more than four metres wide

	 <p>a world class African city</p>		<p>for this area. Demarcation of trading spaces is also a solution for orderly trading.</p>	
2		<p>1. Roodepoort CBD 2. Florida Taxi Rank</p>	<p>Demarcation of trading space along the sidewalk.</p>	<p>Side walk is more than four metres wide</p>
3	<p>Region D</p>	<p>1. Dobsonville Old Market along Elias Motswaledi Road formerly Roodepoort Road, between Christian Dube and Jonas Moabi (Formerly Van Onselen) streets. Along the pavement of Jonas Moabi and Elias Motswaledi</p> <p>2. Orlando East Orlando Station Mlamlankunzi Station Nkomiyahlaba Circle in Sofasonke and Nkomiyahlaba Streets.</p> <p>3. White City/Cross Roads market along Nancefield Road</p> <p>4. Inhlazane Station (between Station and Amphitheatre)</p> <p>5. Midway along Potchefstroom Road now Chris Hani Road diagonal opposite Protea Garden Shopping Centre.</p>	<p>Demarcation of trading space along the sidewalk.</p>	<p>The existing market has few stalls and there is ample space for trade behind the stalls.</p> <ul style="list-style-type: none"> <li>The sidewalk is seven metres wide</li> </ul>

4.	Region F 	Jules Street( Between Heriot and Bartlet Street)	Demarcation of trading space along the sidewalk.	The sidewalk is wide enough for trading without violating the Informal Trading By Laws.
5	Region G a world class African city	1. Lenasia CBD	Demarcation of trading space along the sidewalk.	The sidewalk is wide enough for trading without violating the Informal Trading By Laws.

### PROJECT MANAGEMENT

<u>REGION</u>	<u>AREA/LOCATION</u>		<u>OUTCOME OF THE TOUR</u>
<b>Region D Tour on            the 09/10/2009</b>	Jabulani Mall	•	<ul style="list-style-type: none"> <li>• There is no trading space around the Mall, although there is illegal trading taking place.</li> <li>• The trading area that has been earmarked for trading is not yet developed near Inhlazane Station; as a result it is not yet viable for business.</li> <li>• The traders were previously trading in an open undeveloped JPC site with better opportunities for trading, but now the site has since been fenced.</li> <li>• The site is zoned for business.</li> </ul>
-	Dobsonville	•	<ul style="list-style-type: none"> <li>• The old market is overflowing with trading.</li> <li>• As a result demarcation of 41 trading spaces between the stalls and on the sides of the stalls.</li> <li>• A further proposal of the middle demarcation of</li> </ul>



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trading spaces was made.

- A suggestion was made by the region to do this demarcation after seeing that the traders are trading in the demarcated 41 spaces orderly.
- The area diagonal opposite the market and opposite the College has ample space but not paved and too dusty for fruit and vegetable traders.
- The region suggested that the place be paved so that demarcation can be a success and health requirements be complied with.
- The By Law education was also suggested that all parties be involved.

Meadowlands Zone 3

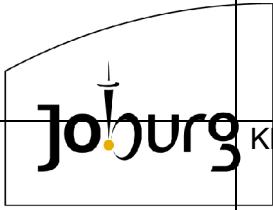
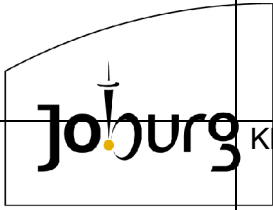
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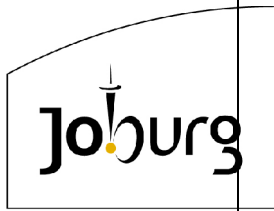
- This area trading is taking place in an open site.
- According to the region, the area has been zoned for residential use.
- The very same area is too small for housing.
- JPC will be contacted with regards to the site.

Dube Business Zone

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- In Dube business zone; the businesses are complaining about trading to the region.
- Workshop with the businesses around need to take place before demarcation.
- A suggestion to

		<p>City of Johannesburg Supply Chain Management Unit</p>	<p>demarcate on the walkway/pavement was made seeing that it is about 4 metres wide.</p>
	<p>Kliptown Market</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Structural defects caused allocation problem.</li> <li>• DED/MTC to demarcate trading spaces within two weeks time.</li> </ul>
<p><b>Region E Tour on the 08/10/2009</b></p>	<p>Wynberg</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• The land belongs to the ZOTO properties.</li> <li>• They intend to build a Warehouse.</li> <li>• DED intends to approach ZOTO Properties for Private Public Partnership.</li> </ul>
	<p>Pan African</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>There is overflow in the market. The stalls are 178. The traders are trading around the market. A suggestion to demarcate on the pavement was made. It was also suggested that MTC should categorise the products when considering allocation of stalls inside the taxi rank; for example Fruit &amp; Vegetables on the pavement and the rest of the other products inside the market. Engagements with the Pan Africa Management to Formalise trading stalls outside the market ( secure Private sector partnership and funding with advertising opportunities approximately 450 stall could be developed outside the market)</p>
	<p>Mayibuye Junction</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>See Region A comments.</p>
<p><b>Region G Tour 16/10/2009</b></p>	<p>Finetown</p>		<p>There are three areas that would accommodate</p>



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Linear Markets i.e. Mid-Ennerdale station, Grasmere Station and the crossroads of Phillip and Beatrice Street.

**Finetown Station**

DED to confirm land ownership.

To check with Planning if they've got plan for that space.

PRASA is doing a study on that area; Informal Trading Unit would organize a meeting with them.

Almost 50 traders there.

**Phillip and Beatrice Street**

Proposal for Linear Market.

Almost 30 traders there.

**Grasmere Station**

Almost 50 traders there

Eldorado Park Extension 3

Street demarcation

Orange Farm around Pick and Pay

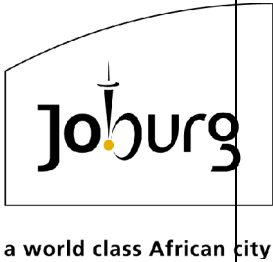
**ELDORADO PARK**

The Eduardo Park business precinct has been earmarked as hot spot in the Regional Urban Management Plan (RUMP) for development. There are numerous informal traders who are in operation. This need to be regularized and managed as they contribute to grime in the area.

Number of informal traders in operation. Almost 150 traders on a weekend who are in operation, at Shoprite parking area.

During the week almost 50 traders who are in operation.

Initial discussion for revamping the area was held, we must jointly engage with the Shoprite

		<p>City of Johannesburg Supply Chain Management</p>	<p>management for space.</p> <p><b>KLIPTOWN MARKET DERMACATION:</b></p> <p>Informal trading unit is to engage Region G also to be part of demarcation together with Region D, The market requires extra demarcation.</p> <p><b><u>LENASIA</u></b> We agreed to put no trading signage next to Standard Bank. There are 40 traders who are in operation. Lenasia CBD numerous informal traders who in operation and some are paying rent and some are not. (To be discuss with the Centre Management) Kiosk across the road as an alternative trading area.</p>
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Project coordination will be undertaken within the parameters set by the Department of Economic Development, SMME Directorate and Informal Trading Unit, MTC and JMPD, Task team would be set-up in assisting with whole demarcation 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.



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## 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
<b>Total</b>	<b>R00 000</b>

**(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.



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## 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