



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 | RESEARCH UNIT |
| RFQ NUMBER: | R648/10 |
| DESCRIPTION OF GOODS/SERVICES | SUPPLY AND DELIVERY OF PRINTERS (four in one eg : printer, scan, fax and copy) |
| 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: | Lethabo Mashiloane:083 257 4514/011 407 7217 |
| SUBMISSION: | Sealed quotation marked with the reference no: must be placed in the Quotation Box 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 |
| R648/10 | 03 /03/2010 |
| CONTACT PERSON | |
| NAME: | Lethabo Mashiloane |
| TEL No: | 083 257 4514/011 407 7217 |

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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City of Johannesburg
Supply Chain Management Unit

REQUEST FOR QUOTATION (RFQ) NUMBER: R648/10

| ITEM NO. | DESCRIPTION | Spec Attached (Where applicable Y/N) | Quantity Required | Unit of Measure | Local Product Yes / No* | Date required | Delivery Period / Lead time | Price per unit (Excluding Vat) |
|----------|--|--------------------------------------|-------------------|-----------------|-------------------------|---------------|-----------------------------|--------------------------------|
| 1. | SUPPLY AND DELIVERY OF PRINTERS(four in one eg : printer, scan, fax and copy) | Y | 19 | | | | | |

Conditions

- In the event of a mistake having been made on the pricing, it shall be crossed out in ink and accompanied by signature.
- All goods or services purchased will be subject to the City of Joburg General Conditions of Contract.
- All prices quoted must be exclusive of Value Added Tax (VAT).
- Prices quoted must include delivery charges and goods must be delivered to the address indicated.
- 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.

TOTAL PRICE:

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

SIGNATURE OF BIDDER: _____

CAPACITY _____



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SPECIFICATION

City of Johannesburg
Supply Chain Management Unit

Descriptions

19 by 4 in one printers including, printer, scan, fax and copy
Cost: less R5000,00 each.

Lethabo Mashiloane
Senior Secretary: Research Unit
083 257 4514/011 407 7217