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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	17 MARCH 2010
DEPARTMENT	JOHANNESBURG LEGISLATURE
RFQ NUMBER:	R658/10
DESCRIPTION OF GOODS/SERVICES	REQUEST FOR SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR PROVIDING SERVICE: IMPLEMENTATION OF SPEED TYPING & WRITING TRAINING PROGRAMME FOR THE JOBURG LEGISLATURE
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:	24 MARCH 2010 10h30
COMPULSORY REQUIREMENTS	1. COMPLETE MBD FORMS MUST BE ATTACHED TO THE PROPOSAL
SITE MEETING Time Date Venue	N/A
ENQUIRIES:	VUSI GUBUZA: 011 407 6848
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
R658/10	17/03/2010
CONTACT PERSON	
NAME:	VUSI GUBUZA
TEL NR:	011 407 6848

Submission Deadline: 24 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: _____



City of Johannesburg
Supply Chain Management Unit

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REQUEST FOR QUOTATION (RFQ) NUMBER: R R658/10

ITEM NO.	DESCRIPTION	Spec Attached (Where applicable Y/N)	Quantity Required	Unit of Measure	Local Product Yes / No*	Date required	Period Required	Total Price (Excluding Vat)
1.	IMPLEMENTATION OF SPEED TYPING & WRITING TRAINING PROGRAMME FOR THE JOBURG LEGISLATURE							

Conditions

1. In the event of a mistake having been made on the pricing, it shall be crossed out in ink and accompanied by signature.
2. All goods or services purchased will be subject to the City of Joburg General Conditions of Contract.
3. All prices quoted must be exclusive of Value Added Tax (VAT).
4. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
5. 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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IMPLEMENTATION OF SPEED TYPING & WRITING TRAINING PROGRAMME FOR THE JOBURG LEGISLATURE

The Strategic Support Directorate within the Office of the Speaker seeks to appoint a competent provider to implement a comprehensive training programme on:

- Speed typing & writing

The envisaged training programme is targeting a group of 20 officials (Committee officers & frontline staff) within the Office of the Speaker.

NB. Please indicate detailed costing of training per head / individual employee and not per group.



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REQUEST FOR A QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT A SPEED TYPING & WRITING TRAINING PROGRAMME FOR THE JOBURG LEGISLATURE

PROCUREMENT

Proposals will be evaluated in terms of the Preferential Procurement Policy Framework Act using the 80:20 points system. 80 points will be awarded for price and functionality and 20 points for affirmative business enterprise. Of the 80 price and functionality points, 60 points will form part of the functionality component and 20 points for the price component.

Criteria Applicable	Guidelines	Allocation of points
Understanding of the brief	Provide a detailed description of your understanding of the work required	10
Methodology / Approach	Describe in detail your proposed methodology or approach, including the project deliverables (High-level workplan indicating deliverables, dates / milestones, resources, etc.)	25
Fees / pricing / costing	Provide a detailed price breakdown of all service offerings. Hourly rates, including all disbursements should be indicated in the proposal documentation (with escalation factors). Detailed costing per head / individual trainee should be provided.	25
Project –related expertise	Provide details of your project related expertise and experience. CVs of resources that will be used should be included.	20
Affirmative Business Enterprise Empowerment (Historically Disadvantaged Individual Equity, Women Equity, Disability Equity, and Small Medium & Micro Enterprises)	HDI - 10 points Women Equity - 4 points Disability Equity - 1 point SMME - 4 points Johannesburg-based company -1 point	20
Total		100



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Each submission should include:

- Details of relevant expertise and experience
- Company profile
- Addresses and contact details of offices
- Relevant professional associations
- CVs of staff members who would be working on the project; and
- Detailed pricing / costing per head or individual trainee

Applicants are urged to ensure that they are registered as an Accredited Service Provider with the Supply Chain Management Department of the City. It should be noted that the City is not obliged to accept any or all of the submissions received.

Two (2) copies of the proposal document must be submitted.