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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>	17 MARCH 2010
<b>DEPARTMENT</b>	<b>JOHANNESBURG LEGISLATURE</b>
<b>RFQ NUMBER:</b>	R659/10
<b>DESCRIPTION OF GOODS/SERVICES</b>	REQUEST FOR SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR PROVIDING SERVICE: IMPLEMENTATION OF A MONITORING AND EVALUATION TRAINING PROGRAMME FOR THE JOBURG LEGISLATURE
<b>RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:</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>CLOSING DATE: TIME:</b>	24 MARCH 2010 10h30
<b>COMPULSORY REQUIREMENTS</b>	<b>1. COMPLETE MBD FORMS MUST BE ATTACHED TO THE PROPOSAL</b>
<b>SITE MEETING</b> Time Date Venue	N/A
<b>ENQUIRIES:</b>	<b>VUSI GUBUZA: 011 407 6848</b>
<b>SUBMISSION:</b>	Sealed quotation marked with the reference no: must be placed in the <b>Quotation Box</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.



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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
R659/10	17/03/2010
CONTACT PERSON	
<b>NAME:</b>	VUSI GUBUZA
<b>TEL NR:</b>	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:** \_\_\_\_\_



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City of Johannesburg  
Supply Chain Management Unit

**REQUEST FOR QUOTATION (RFQ) NUMBER:** \_\_\_\_\_ **R**

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 MONITORING AND EVALUATION 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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Supply Chain Management Unit

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## **IMPLEMENTATION OF MONITORING AND EVALUATION 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:

- Evaluation and Monitoring

The envisaged training programme is targeting a group of 25 officials ( at middle management level)

**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 MONITORING AND EVALUATION 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.

<b>Criteria Applicable</b>	<b>Guidelines</b>	<b>Allocation of points</b>
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
<b>Total</b>		<b>100</b>



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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.