SERVICE PROVIDER NAME: _______________________________________________

REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR JPC

JPC requests your proposals on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your proposals on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

RE-ADVERTIMENT

<table>
<thead>
<tr>
<th>DATE OF ISSUE</th>
<th>29 MARCH 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSING DATE</td>
<td>08 APRIL 2019</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>MARKETING</td>
</tr>
<tr>
<td>RFQ NUMBER:</td>
<td>SCM 18364</td>
</tr>
</tbody>
</table>

DESCRIPTION OF GOODS/SERVICES

REQUEST FOR QUOTATION BRIEF: APPOINTMENT OF A MULTIMEDIA SPECIALIST FOR THE PRODUCTION OF 9 JPC VIDEOS

The City of Joburg Property Company SOC Ltd (JPC) requires the services of a Multimedia Specialist to produce up to nine videos for showcasing at the various JPC Development precincts and projects that have been worked on to date.

About the Joburg Property Company

The JPC, which was established in 2000, is a dynamic company mandated to manage and develop the City of Johannesburg’s (CoJ) property assets for the purpose of maximising both social and commercial opportunities for the Council.

Dedicated to finding solutions to the developmental challenges facing the CoJ, JPC utilises council-owned land assets to leverage private sector investment in public infrastructure. The JPC provides Property Asset Management, Property Management, Property Development, Facilities Management as well as Outdoor Advertising core services; and its relevant subsidiary services.

Consequently, the JPC ensures that economic growth and job creation occur to address socio-economic disparities and legacies of discrimination and inequality. Therefore the JPC prides itself as the arm responsible for maximising the social, economic and financial value of the CoJ’s total property portfolio and enhancing its efficient use of property to drive investment, economic growth and job creation.
JPC aims to achieve its objectives by focusing on the following imperatives:

- Realising value (social, financial and economic) for the CoJ;
- Supporting economic development and aligning the CoJ property portfolio with CoJ priorities;
- Increasing the effectiveness of economically viable municipal and social use thereof; and
- Management of risk and return with respect to the property portfolio and property transactions for the CoJ.

Strategic Objectives:

- Supporting economic development;
- Supporting community development and social initiatives;
- Utilising the property portfolio to address social imperatives and priorities;
- Utilising the portfolio as a vehicle for transformation;
- Ensuring efficient, economic and effective service delivery to clients, customers and stakeholders; and
- Ensuring a professionally managed, sustainable and profitable company.

The broad principle in the provision of services by JPC is that all services are linked to the Priority Implementation Plan of the City and the results shall have a contribution to the outcomes as set out in the IDP. The City has identified 10 priorities, which are the developmental focal areas that the service delivery of JPC must respond to. The 10 priorities are:

1. Financial Sustainability and Resilience
2. Agriculture and Food Security
3. Sustainable Human Settlements
4. SMME and Entrepreneurial Support
5. Engaged Active Citizenry
6. Resource Sustainability
7. Smart City
8. Investment Attraction, Retention and Expansion
9. Green Economy and
10. Safer Cities.
The Final Push Towards 2020

JPC will focus on:

- Inner City Rejuvenation - Inner City rejuvenation remains a focus area of CoJ’s agenda for Johannesburg. The regeneration of the Inner City seeks to deliver on spatial, social and economic inclusion. The City has through its tender processes initially offered 13 buildings to the private sector for the development of lower income housing. The City has thereafter through its Council approval processes offered an additional 28 properties to the private sector in order to develop more housing. The next batch of properties will now be released through this Prospectus. The intention is to develop these buildings to provide low cost housing for the forgotten people of Johannesburg.

- The properties are being developed in precincts to ensure an economic growth of 5% for CoJ and address the need to provide affordable housing as well as student accommodation.

- Facilities Management - Back to Basics. JPC’s focus for 2019 is on Facilities Management and the Company intends to position itself as a nationally and internationally recognised public sector facilities management Company.

Background

The Joburg Property Company would like to document the developments that they have been involved in over the past decade. These videos are to be produced from existing images and footage. Very little if any videography shoot will be required. The material will illustrate developments that have attracted investment to the City of Johannesburg.

The videos will be silent and simply loop with copy on the videos. Imperatives for copy will involve issues like space in sqm, investment attraction, date of completion. If sound is used it will be a music track that is consistent across all the videos so these can play simultaneously..
Objectives
To produce nine (9) videos that talk to different developments in the City. Also, to inform and educate the public on work done by the company. To showcase developments and the experience of the JPC
The material to be used will feature the following (but not restricted to)
Inner City Properties
Melrose Crossing
Jabulani and Soweto Theatre
Rissik Street Post Office
Marlboro Licensing
Land Regularisation and Title Deeds
Orlando eKhaya

The bulk of the material will be from existing video footage and pictures. Ideally no sound but subtitles. Where necessary, new footage can be shot.

Duration of Videos:

✓ Two minutes each precinct or development x 9 Videos

Target Audience
- JPC shareholder (e.g. The Executive Mayor of the City of Johannesburg, City Manager’s Office, MMC’s and other COJ officials).
- Politicians, industry decision makers, developers, professional teams.
- Potential partners and investors locally and internationally.
- Members of the public and local communities.

Mandatory
✓ The JPC Logo must be used.
✓ Value of Investment brought about by the developments
✓ Property is a catalyst to economic development.
# Functional Evaluation Criteria

1. **Number of years of experience in multimedia related projects.**
   
   /30/
   
   a) Five years and above (30)
   b) Less than five years (20)
   c) Less than two years (10)

2. **Production of Multimedia/Audio-visual presentations/DVDs**
   
   /20/
   
   - Proof on disc/device:
     
     a) 5 or more (20)
     b) 3 – 4 (15)
     c) 1-2 (5)

3. **Letters of reference/List of Assignments relating to multimedia/audio-visual projects:**
   
   /25/
   
   a) More than 5 assignments or references (25)
   b) 4 - 5 Assignments or references (20)
   c) 2 - 3 Assignments or references (10)
   c) 0-1 Assignments or references (5)

4. **How many industries/sectors has your company delivered multimedia/audio-visual related projects for, over the past 48 months?**
   
   /25/
   
   a) Five and more (25)
   b) Two to Four (20)
   c) One or less (10)

**Minimum Threshold: 75**
**RFQ SPECIFICATION FORMS/ DOCUMENTS WERE SENT VIA E-MAIL**

| The JPC Website – [www.jhbproperty.co.za](http://www.jhbproperty.co.za) |
| OR                                                                 |
| FROM 1<sup>st</sup> Floor, Forum 2 |
| Braam Park |
| 33 Hoofd Street |
| Braamfontein |
| 2017 |

**COMPULSORY REQUIREMENTS**

| Submission of all required documents |
| ➢ Must be registered on the COJ Database and Provide Vendor Number |
| ➢ Valid VAT Certificate |
| ➢ CSD Registration Documents |

**Compulsory Briefing Session Date**

| N/A |

**SUBMISSION OF QUOTES:**

| Submissions must be deposited into the RFQ Box at the Reception area. No emailed submissions will be accepted. |

**TIME: CLOSING DATE**

| 10:30 |
| 08 April 2019 |

**ENQUIRIES:**

| VManikam@jhbproperty.co.za; |

Proposals 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), as amended & JPC’s Supply Chain Management Policies and Procedures.
# CHECKLIST

**RFQ NR:** SCM 18364

**PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.**

<table>
<thead>
<tr>
<th>No</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Certified Copy of Company Registration Document</td>
</tr>
<tr>
<td>2.</td>
<td>Rates &amp; Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS</td>
</tr>
<tr>
<td>3.</td>
<td>Rates and Taxes Invoice for All the Directors or Members of the Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS</td>
</tr>
<tr>
<td>4.</td>
<td>Declaration on State of Municipal Account (Attached)</td>
</tr>
<tr>
<td>5.</td>
<td>MBD 4: Declaration of Interest (Attached)</td>
</tr>
<tr>
<td>6.</td>
<td>MBD 9: Certificate of Independent Bid Determination. (Attached)</td>
</tr>
<tr>
<td>7.</td>
<td>MBD 6.4: Local Content (Attached) (IF REQUIRED)</td>
</tr>
<tr>
<td>8.</td>
<td>Certified Copy of BBBEE certificate.</td>
</tr>
<tr>
<td>9.</td>
<td>Tax Clearance Certificate</td>
</tr>
<tr>
<td>10.</td>
<td>All alterations have been signed.</td>
</tr>
<tr>
<td>11.</td>
<td>Quotation is signed.</td>
</tr>
</tbody>
</table>

**SIGNATURE**

________________________________________

**NAME**

________________________________________
PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION

COMPULSORY REQUIREMENTS

1. Valid Tax clearance or SARS pin number

Please note that copies of tax clearance certificates or SARS pin numbers are not valid as per SARS and they will not be accepted by JPC. Failure to provide the Tax clearance certificate will result in the quotation being disqualified.

2. Latest copy of rate and taxes together with a completed “Declaration on State of Municipal Accounts” form. (Attached)

Please note the following:

a) There must be a Rates & Taxes invoice for each of the Directors of the Company as well as for the Company. The Rates & Taxes Invoice cannot be older than 3 months. If Rates & Taxes are in arrears for more than 3 months, the quotation will be disqualified.

b) If the business is operated from the residence of one of the directors, an affidavit, certified, must be submitted stating the address of the business premises.

c) If the premises from where business is conducted or where a director is residing, is leased a copy of the lease agreement or an affidavit must be submitted.

3. The proposal page must be signed. If you are using your own format on your Company’s letterhead to quote please ensure that the quotation is signed.

4. The attached MBD 9 form (Certificate of Independent Bid Determination) must be completed and submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation will be disqualified.

5. The attached MBD 4 form (Declaration of Interest) must be completed and submitted with the quotation. If the MBD 4 is incomplete or not attached the quotation will be disqualified.

6. Both the MBD 4 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4 & 9 forms must be dated within the quotation period.

7. Proof of Directors: A certified copy of your Company Registration Documents
8. A certified copy of the B-BBEE Status Level Verification Certificate must be attached. If not attached no points for B-BBEE will be awarded.

9. All price alterations must be signed for by the Bidder confirming that such changes were made by the Bidder. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED.

I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVE MENTIONED REQUIREMENTS

SIGNATURE__________________________________

NAME________________________________________
CONCLUSIONS

1. All goods or services purchased will be subject to JPC SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.

2. 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 forwarded to and accepted by the successful bidder.

3. To participate in JPC’s Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on JPC’s Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit. JPC is dealing only with the registered and accredited suppliers on its Database.

4. All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.

5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.

6. 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.

7. Quantities are given in good faith and without commitment to JPC. The JPC reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.

8. JPC DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

9. QUOTATIONS SUBMITTED THROUGH FAX/EMAIL WILL BE AUTOMATICALLY DISQUALIFIED.

I HEREWITH CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVE-MENTIONED REQUIREMENTS

SIGNATURE__________________________________

NAME________________________________________
ADDITIONAL REQUIREMENTS

DECLARATION

I certify that the information supplied is correct and I have read and understood the JPC General Conditions and Policies and Procedures and accept same

I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the quotation.

SIGNATURE: __________________________________________

NAME: _______________________________________________

CAPACITY: ___________________________________________

DATE: ______________________ ______________________
BIDDER: ____________________________

REQUEST FOR QUOTATION

<table>
<thead>
<tr>
<th>RFQ NUMBER</th>
<th>RFQ DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCM 118364</td>
<td>29 MARCH 2019</td>
</tr>
</tbody>
</table>

TEL: ____________________________

CONTACT PERSON: ____________________________

NAME: Vinothan

TEL No: (T) 010 219 9036

PLEASE NOTE THAT YOU MUST BE REGISTERED ON THE JPC SUPPLIER DATABASE

Submission Deadline: 08 April 2018
Submission Time: 10H30AM

VALIDITY OF RFQ: 30 DAYS

PRICE/S TO BE VAT EXCLUSIVE

Please submit all Quotations to the fax number stated above

RFQ’S below R50 000 000 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), as amended.

Points will be allocated as follows:

| Points for price: | 80 |
| Points for B-BBEE (Max of 20): | 20 |

<table>
<thead>
<tr>
<th>B-BBEE Status Level Contributor</th>
<th>Number of points (80/20 system)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>8</td>
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<tr>
<td>Non-compliant contributor</td>
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<tr>
<td><strong>Maximum</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>
City of Joburg Property Company SOC Ltd.
Supply Chain Management

PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.

SCM 18364
**SCOPE OF WORK:**

**AS PER ATTACHED**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>Quantity Required</th>
<th>Date required</th>
<th>Delivery Period / Lead time</th>
<th>Price (Excluding Vat)</th>
<th>Total (Excluding Vat)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>KINDLY QUOTE PER SITE: EG THE QUOTATION NEEDS TO BE ON THE COMPANY LETTER HEAD AND SIGNED</td>
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</table>

Grand Total

**NB ANY AND ALL ALTERATIONS MUST BE SIGNED FOR BY THE BIDDER CONFIRMING THAT SUCH ALTERATION WAS MADE BY THE BIDDER. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL BE DISQUALIFIED**
ALL BIDDERS MUST PLEASE MAKE SURE THAT THEY KNOW WHAT THEY ARE QUOTING FOR.

Conditions
1. All prices quoted must be exclusive of Value Added Tax (VAT).
2. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
3. 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.
4. Quantities are given in good faith and without commitment to the JPC.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.