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.

<table>
<thead>
<tr>
<th>DATE OF ISSUE</th>
<th>20 JULY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>MARKETING</td>
</tr>
<tr>
<td>RFQ NUMBER:</td>
<td>SCM 17502</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES</td>
<td>PRODUCTION OF A JPC VIDEO FOR USE AT AN INNER CITY INVESTOR EVENT</td>
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</table>

**SCOPE OF WORK**

The City of Joburg Property Company SOC Ltd (JPC) requires the services of Multimedia Specialists to produce a Corporate Video for use at an Investor related event pertaining to 71 Inner City buildings that will be advertised.

**About the Joburg Property Company**

The JPC, which was established in 2000, is a dynamic company mandated to manage and develop the 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.

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 Mayor’s Ten Point Plan of the City. The City has identified 10 priorities, which are the developmental focal areas that the service delivery of JPC must respond to.
Background
The Joburg Property Company (JPC) has various events planned, in addition to the Investor event. Ms Helen Botes, the CEO, will visit various stakeholders and host many engagements with them to ensure that the JPC’s service offering is communicated. There are five main areas that must be emphasised so that the video can run in its entirety, or alternatively an introduction and chapter selections, as an option when showcased at a given event.

Raw footage will be made available from the existing Corporate Video.

The five main areas are:
1. Property Management
2. Property Development
3. Facilities Management (including the new Council Chamber/time lapse)
4. Property Asset Management
5. Outdoor Advertising

There are three corporate videos that have been developed over the past 30 months for the JPC.
1. The Space Optimisation Video 2016
2. The Corporate Video 2016
3. The Corporate Video 2017
Objectives
To produce a DVD that talks to Inner City Buildings and the current state, versus the state proposed. A before and after.

Duration of Video:
- Two to four minutes

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

Deliverables
Script for approval. An audio-visual that is energetic and sleek yet to also have a balance for the social inequalities of the past. It must show both the commercial imperative of the organization as well as the social one. This will be a detailed video presentation which will carry a lot of copy for the stakeholder to view, but pace must remain fast.

Relevant Information – Reference Points
1. The last video produced for the organization was a comprehensive view of the company.

2. The JPC is the only municipal owned property management company in the country and this must be emphasised in the presentation.

Mandatories
The JPC Logo must come through
The relationship with the CoJ must be explained – JPC, an agency of the CoJ within the Economic Development Cluster
Property is a catalyst to economic development.
Website, Call Centre and Customer Centre to be referred to.
Evaluation Criteria

1. Number of years of experience in covering the property industry /30/
   The performance and track-record of the bidder/s will be evaluated on submitting proof of work done in terms of project successes and failures. The Bidder must provide the value of work (in Rands), references, duration of assignment, and resources utilized.
   a) Five years and above (plus more than 5 projects) (30)
   b) Less than five years (plus less than 5 projects) (20)
   c) Less than two years (plus less than 2 projects) (10)

2. Production of Multimedia/Audio-visual presentations/DVDs /20/
   - Proof
     a) 5 or more (20)
     b) 3 – 4 (10)
     c) 1-2 (5)

3. Proof of references /25/
   a) More than 3 assignments or references (25)
   b) 3 assignments or references (15)
   c) 0-2 assignments or references (10)

4. Number of projects completed for property-related clients over the past 12 twelve months /25/
   a) Five and more (25)
   b) Two to Four (15)
   c) One or less (10)

Minimum Threshold: 75
JPC RESERVES THE RIGHT TO AWARD TO MORE THAN ONE COMPANY.

Deadline for Quotation
Quotation to be submitted in the Request for Quotation (RFQ) Box and not via e-mail by 26th of July 2018. A time-based production schedule should also be submitted.
The JPC Website – [www.jhbproperty.co.za](http://www.jhbproperty.co.za)

OR

FROM 1st Floor, Forum 2
Braam Park
33 Hoofd Street
Braamfontein
2017

| COMPULSORY REQUIREMENTS | Submission of all required documents
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<tr>
<td></td>
<td>Valid VAT Certificate</td>
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<tr>
<td></td>
<td>CSD Registration Documents</td>
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</table>

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 26 JULY 2018

ENQUIRIES: [VManikam@jhbproperty.co.za](mailto:VManikam@jhbproperty.co.za); [zmamba@jhbproperty.co.za](mailto:zmamba@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 17502

**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>
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<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>12.</td>
<td>All alterations have been signed.</td>
</tr>
<tr>
<td>13.</td>
<td>Quotation is signed.</td>
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</tbody>
</table>

**SIGNATURE__________________________________**

**NAME________________________________________**
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 ABOVEMENTIONED REQUIREMENTS

SIGNATURE_____________________________________

NAME__________________________________________
CONDITIONS

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________________________________________

10
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: _________________________________________
SUPPLY CHAIN MANAGEMENT
P.O. BOX 31565
BRAAMFONTEIN
2017
VAT. NO: 4010194266/4760117194

REQUEST FOR QUOTATION

<table>
<thead>
<tr>
<th>RFQ NUMBER</th>
<th>RFQ DATE</th>
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<tbody>
<tr>
<td>SCM 17502</td>
<td>20 JULY 2018</td>
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</table>

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<tr>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME: Vinothan</td>
</tr>
<tr>
<td>TEL No: (T) 010 219 9036</td>
</tr>
</tbody>
</table>

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

Submission Deadline: 26 JULY 2018
Submission Time: 10H30AM

VALIDITY OF RFQ: 30 DAYS

OFFICE USE ONLY:
PRICE/S TO BE VAT EXCLUSIVE
Please submit all Quotations to the fax number stated above

RFP’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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<tr>
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<td>7</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>
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</tbody>
</table>
PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.

SCM 17502

SIGNATURE OF BIDDER

CAPACITY
**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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**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.