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.

<table>
<thead>
<tr>
<th>DATE OF ISSUE</th>
<th>29 AUGUST 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>MARKETING</td>
</tr>
<tr>
<td>RFQ NUMBER:</td>
<td>SCM 17652</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES</td>
<td>BRIEF FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PRODUCTION OF THE 2017-2018 ONLINE INTEGRATED ANNUAL REPORT</td>
</tr>
</tbody>
</table>

SCOPE OF WORK

The City of Joburg Property Company SOC Ltd (JPC) will be producing an Online Integrated Annual Report for the 2017/18 Financial Year that targets its various stakeholders.

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 and Outdoor Advertising services.

The JPC, as an agent in support of the Council, is committed to ensuring service delivery on the City of Johannesburg's land portfolio. Consequently, the JPC ensures that economic growth and job creation occur to address socio-economic disparities and legacies of discrimination and inequality. 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
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.

Integrated Annual Report Project Background

JPC produces the online Integrated Annual Report to provide its stakeholders with an overview of its activities in the 2017/18 financial year. The online Integrated Annual Report is a tool that reinforces the understanding of JPC’s mission and activities through the achievements accomplished over the year. It is a comprehensive and visually appealing channel of reporting to JPC’s existing networks. In addition, it is also crucial for generating greater awareness about JPC and its various projects and activities.
Annual Report Project Objectives
- To comply with MFMA, King III and Companies Act.
- Demonstrate that the new integrated JPC has the potential to become the leading customer-focused, diversified, public property Company in the country.
- To showcase JPC’s achievements of 2017/18 to its stakeholders.
- To communicate JPC as an established, forward-thinking Metropolitan-owned property Company.
- To introduce JPC to new external audiences.
- To create an engaging brand experience through innovative design, concept and content.
- To create effective digital content compatible to various smart devices.

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

FUNCTIONALITY CRITERIA (TOTAL 100)

Proposal

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief background of the City of Joburg Property Company (JPC)</td>
<td>15</td>
</tr>
<tr>
<td>A minimum of 2 samples of past work in similar projects</td>
<td>15</td>
</tr>
<tr>
<td>Concept proposal with three design options for the 2017/2018 JPC Annual Report (reflecting the Corporate Identity)</td>
<td>25</td>
</tr>
<tr>
<td>A detailed production schedule that concludes with the agreed deadlines on the briefing document.</td>
<td>20</td>
</tr>
<tr>
<td>Innovative idea generation for a theme (zero points will be allocated for non-innovativeness)</td>
<td>20</td>
</tr>
<tr>
<td>Deadline</td>
<td>5</td>
</tr>
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</table>

Minimum Threshold: 70
Project Scope

- Idea generation for a theme with three options for design concepts.
- Concept, design, content and production of the JPC online Integrated Annual Report 2017/18.
- Overall creative direction that is innovative, engaging and in line with JPC’s Corporate Identity.
- Layout and design for electronic final product.
- Copywriting, editing and proof-reading.

Project Specifications

Product Specifics
The completed Annual Report be an online version (smart device compatible) and must be downloadable and printable for the client to provide copies to the City of Johannesburg, if required.

Creative Format & Layout
To be proposed by the design agency.

Technical Format & Layout
To be provided by JPC from the CoJ

Design Elements
These should adhere to the JPC Corporate Identity Guidelines. Clean and simple yet high-tech and dynamic design style. Graphs should be innovative and clearly communicate the message. Design and layout of the narrative report and Annual Financial Statement should be in line with the approved concept.

Approximately 150 pages. Refer to previous editions on www.jhbproperty.co.za

Stock Paper
This will not be applicable as the completed publication will be an online publication.

Size
It will be A4 in size. The orientation can be proposed by the respondent.
Images
Traditionally the publication has relied on its existing photos in the gallery. However should stock images be proposed a quote on this line item must be provided.

Proposal Deliverables

All proposals shall include the following items:

1. Brief background of the company and samples of past work in similar projects.
2. Concept proposal for three design options of the JPC online Integrated Annual Report 2017/18 (reflecting JPC’s Corporate Identity). These design options will not necessarily be one of the finally selected designs if the bidder is successful.
3. Itemised break-down of quotation for:
   - Detail the number of versions of copywriting, editing and proofreading of the document;
   - Individual photo-shoot of JPC Board (9) and Executive Management (9)
   - Property Development photo-shoot (assuming there are projects that may need photography for inclusion in the report).
   - Graphic design
   - No Printing Required. However, should there be a requirement to provide options for the online application – page flips, etc. This will be itemised as an extra feature as opposed to a standard PDF.
   - Propose a detailed production schedule of the Annual Report that concludes in accordance with the deadline date below.
**RFQ SPECIFICATION FORMS/DOCUMENTS WERE SENT VIA E-MAIL**

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

- 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
04 SEPTEMBER 2018

**ENQUIRIES:**

VManikam@jhbproperty.co.za;
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 17652

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>
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<tr>
<td>5.</td>
<td>MBD 4: Declaration of Interest (Attached)</td>
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<tr>
<td>6.</td>
<td>MBD 9: Certificate of Independent Bid Determination. (Attached)</td>
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<tr>
<td>7.</td>
<td>MBD 6.4: Local Content (Attached) (IF REQUIRED)</td>
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<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>
</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 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 ABOVEMENTIONED 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: _______________________________________________
SUPPLY CHAIN MANAGEMENT
P.O. BOX 31565
BRAAMFONTEIN
2017

VAT. NO: 4010194266/4760117194

REQUEST FOR QUOTATION

<table>
<thead>
<tr>
<th>RFQ NUMBER</th>
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<tr>
<td>SCM 17652</td>
<td>29 AUGUST 2018</td>
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</tbody>
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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>
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</table>

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

Submission Deadline: 04 SEPTEMBER 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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<td>7</td>
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<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
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</tr>
<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 17652
**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.