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.

DATE OF ISSUE 22 FEBRUARY 2019
CLOSING DATE 04 MARCH 2019
DEPARTMENT MARKETING
RFQ NUMBER: SCM 18282
DESCRIPTION OF GOODS/SERVICES BRIEF FOR MARKETING RELATED SERVICES FOR THE PRINTING OF A 2019 CITY PROPERTY PROSPECTUS

SCOPE OF WORK

The City of Joburg Property Company SOC Ltd (JPC) will be producing an Property Prospectus pertaining to properties available for tender.

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 Development, Property Management, Facilities Management and Outdoor Advertising services.

The JPC, is an agent in support of the Council’s property portfolio. 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.

Prospectus Project Objectives

- To comply with MFMA
- To showcase the city properties including photography, GIS diagrams, property description and information.
- 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.
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
- Members of the public and local communities.

Project Scope and Specifications:

Printing
- The Booklet will have 132 pages and will be full colour throughout.
- Options on size to be provided on A4 and A5
- Artwork will be delivered in Powerpoint format and repro will be required.
- Binding will be square back.
- Cover in hardback and softback options to be provided.
- Paper stock to be a matt finish, no show through.
- Grammage to be recommended.
- Editing and proof-reading.
- Quantity: 250, 500 or 1000 to be quoted on.
- Product specifics: The final Prospectus must include a printed full version, with online capability (smartphone and tablet compatible) and a downloadable and printable PDF version.

Proposal Deliverables
All proposals shall include the following items:

1. Brief background of the company and samples of past work in similar projects.
2. Itemised break-down of quotation for:
   - Printing as per the aforementioned Project Scope and Specifications.
3. Propose a detailed production schedule of the Prospectus that concludes in accordance with the deadline date below.
EVALUATION CRITERIA:
Marketing Related Services for the Printing of a 2019 City Property Prospectus

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. Print Production of corporate publications / production of branding material /20/
   - Proof
     a) 5 publications/items or more (20)
     b) 3 – 4 publications/items (10)
     c) 1-2 publications/items (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 property clients work done for 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
### 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 March 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 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>
</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>
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</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 HEREBIT 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____________________________________________

9
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

BIDDER: ____________________________

REQUEST FOR QUOTATION

RFQ NUMBER | RFQ DATE
SCM 18282    | 22 February 2019

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: 04 MARCH 2018
Submission Time: 10H30 AM

VALIDITY OF RFQ: 30 DAYS

OFFICE USE ONLY:
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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<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
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<tr>
<td>3</td>
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<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
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<tr>
<td><strong>Maximum</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>
PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.
**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.