REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR JPC

Procurement Less than R 200 000.00 (including VAT)

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 | 02 AUGUST 2019 |
| CLOSING DATE | 12 AUGUST 2019 |
| DEPARTMENT | CITY OF JOBURG PROPERTY COMPANY |
| RFQ NUMBER: | SCM02/08/19-KG |
| DESCRIPTION OF GOODS/SERVICES | BRIEF FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER DOCUMENT COPY-WRITING, EDITING, GRAPHIC DESIGN, PHOTOGRAPHY AND PRINTING SERVICES FOR JPC OFFICIAL DOCUMENTS LIKE QUARTERLY REPORT, ANNUAL REPORT, BUSINESS PLAN ETC |

The City of Joburg Property Company SOC Ltd (JPC) will be producing an Online Integrated Annual Report for the 2018/19 financial year that targets its various stakeholders.

Integrated Annual Report Project Background

JPC produces the online Integrated Annual Report to provide its stakeholders with an overview of its activities in the 2018/19 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

2. To comply with MFMA, King III and Companies Act.
3. Demonstrate that the new integrated JPC has the potential to become the leading customer-focused, diversified, public property Company in the country.
4. To showcase JPC’s achievements of 2018/19 to its stakeholders.
5. To communicate JPC as an established, forward-thinking Metropolitan-owned property Company.
6. To introduce JPC to new external audiences.
7. To create an engaging brand experience through innovative design, concept and content.
8. To create effective digital content compatible to various smart devices.

**Target audience**

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

**SCOPE OF WORK**

**Project Scope**

13. Idea generation for a theme with three design options / concepts.
15. Overall creative direction that is innovative, engaging and in line with JPC’s Corporate Identity.
16. Layout and design for electronic final product.
17. Copywriting, editing and proof-reading.

**Project Specifications**

18. **Product specifics:** The final 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.
19. **Creative Design format / layout:** To be proposed by the design agency for use for quarterly reports, Business Plan and Integrated Annual Report
20. **Technical Format / Layout:** To be proposed by the design agency for use for quarterly reports, Business Plan and Integrated Annual Report
21. **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.

22. **Full online version:** Approximately 150 pages.
23. **Stock Paper:** Not Applicable. This is an Online Only Publication
24. **Size:** A4, portrait/landscape orientation can be proposed
25. **Stock Images:** Possible purchase of 10 stock images.

**Proposal Deliverables**

All proposals shall include the following items:

26. Brief background of the company and samples of past work in similar projects.
27. Concept proposal for three design options of the JPC online Integrated Annual Report 2018/19 (reflecting JPC’s Corporate Identity). These design options will not necessary be one of the finally selected designs if the bidder is successful.
28. Itemised break-down of quotation for:
29. Detail the number of versions of copywriting, editing and proofreading of the JPC documents such quarterly reports, Business Plan and Annual Report;
30. **Individual photo-shoot of JPC Board (11) and Executive Management**
31. Property Development photo-shoot (for Projects that may need photography for inclusion in the report).
32. Graphic design
33. Documents to be in printable format (Digital printing 10 copies).
34. Propose a detailed production schedule of the Annual Report that concludes in accordance with the deadline date below.

**FUNCTIONALITY CRITERIA (TOTAL 100)**

1. **Number of years of experience in document copy-writing, editing, graphic design, photography and printing services.** /30/
   a) Five years and above (30)
   b) Less than five years (20)
   c) Less than two years (10)

35. A minimum of 2 samples of past work in similar projects and Innovative idea generation for a theme (zero points will be allocated for non-innovativeness) /20/

   Proof on disc/device:
   a) 2 or more (20)
b) 0-1 (0)

36. Letters of reference / List of Assignments relating to document copywriting, editing, graphic design, photography and printing services:

/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)

36. Concept proposal with three design options for the 2018/2019 JPC Annual Report (reflecting the Corporate Identity /25/?

a) Three and more (25)
b) Two (20)
c) One or less (10)

Minimum Threshold: 75

Final Product Delivery Deadline: To be agreed upon

<table>
<thead>
<tr>
<th>RFQ SPECIFICATION FORMS/ DOCUMENTS WERE SENT VIA E-MAIL</th>
<th>The JPC Website – <a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>FROM</td>
<td>1st Floor, Forum 2</td>
</tr>
<tr>
<td></td>
<td>Braam Park</td>
</tr>
<tr>
<td></td>
<td>33 Hoofd Street</td>
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<td>Braamfontein</td>
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<td>2017</td>
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<table>
<thead>
<tr>
<th>COMPULSORY REQUIREMENTS</th>
<th>Submission of all required documents</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>➢ Valid VAT Certificate</td>
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<tr>
<td></td>
<td>➢ CSD Registration Documents</td>
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| Non-Compulsory Site Tour                               | N/A                                  |
Submissions must be deposited into the RFQ Box at the Reception area. No emailed submissions will be accepted.

**TIME: CLOSING DATE**

10:30
22 August 2019

**ENQUIRIES:**

kmalatji@jhbproperty.co.za
010 219 9079

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:** SCM02/08/19-KG

*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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</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>
</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>
</tbody>
</table>
13. Quotation is signed.

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 I HAVE READ AND UNDERSTOOD THE ABOVE MENTIONED REQUIREMENTS

SIGNATURE______________________________

NAME____________________________________

7
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

BIDDER: 

REQUEST FOR QUOTATION

<table>
<thead>
<tr>
<th>RFQ NUMBER</th>
<th>RFQ DATE</th>
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<tbody>
<tr>
<td>SCM02/08/19-KG</td>
<td>02 AUGUST 2019</td>
</tr>
</tbody>
</table>

TEL: 

NAME: Kgaugelo
TEL No: kmalatji@jhbproperty.co.za
010 219 9079

THE RFQ WILL BE EVALUATED USING TWO (2) STAGE PROCESS

Submission Deadline: 12 AUGUST 2019
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

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

<table>
<thead>
<tr>
<th>SIGNATURE OF BIDDER</th>
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<tbody>
<tr>
<td>CAPACITY</td>
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SCM02/08/19-KG8422
**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>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>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.