REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR JPC
Procurement Less than R 200 000 (Including Vat)
(For publication on The City of Johannesburg Property Company SOC Ltd Notice Board/s & Website)

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

<table>
<thead>
<tr>
<th>ADVERTISEMENT DATE</th>
<th>10 July 2018</th>
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</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>SCMU</td>
</tr>
<tr>
<td>RFQ NUMBER:</td>
<td>SCM 17475</td>
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<tr>
<td>DESCRIPTION OF GOODS/SERVICES</td>
<td>Appointment of a service provider to render Graphic Design and Printing services for an Inner City Property Prospectus pertaining to 71 Inner City Properties that are available for developers to address affordable development on properties that are available in the City. (see attached for more detailed scope)</td>
</tr>
<tr>
<td>RFQ SPECIFICATION FORMS/DOCUMENTS ARE OBTAINABLE FROM:</td>
<td>The JPC Website – <a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a></td>
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<tr>
<td>FROM</td>
<td>1st Floor, Forum 2</td>
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<td>Braam Park</td>
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<tr>
<td></td>
<td>33 Hoofd Street</td>
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<tr>
<td></td>
<td>Braamfontein</td>
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<td></td>
<td>2017</td>
</tr>
<tr>
<td>COMPULSORY REQUIREMENTS</td>
<td>1st Floor</td>
</tr>
<tr>
<td>SUBMISSION OF QUOTES:</td>
<td>Forum 2, Braam Park</td>
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<tr>
<td></td>
<td>33 Hoofd Street</td>
</tr>
<tr>
<td></td>
<td>Braamfontein</td>
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<td></td>
<td>2017</td>
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<td>TIME: CLOSING DATE</td>
<td>10h30am</td>
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<tr>
<td></td>
<td>17/07/2018</td>
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<tr>
<td>ENQUIRIES:</td>
<td>(T)010 219 9000 Vinothan Manikam</td>
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</table>
Quotations above R30 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) & JPC’s Supply Chain Management Policies and Procedures.

CHECKLIST

RFQ NR: ____________ SCM 17475

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 of the Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS and Rates and Taxes for the Company</td>
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<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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<td>8.</td>
<td>Certified Copy of BBBEE certificate.</td>
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<td>9.</td>
<td>Original Tax Clearance Certificate</td>
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<td>10.</td>
<td>All alterations have been signed.</td>
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<td>11.</td>
<td>Quotation is signed.</td>
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<td>12.</td>
<td>CENTRAL SUPPLIER DATABASE PROOF OF REGISTRATION</td>
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</table>

SIGNATURE_________________________________________ NAME__________________________
PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS
MAY LEAD TO DISQUALIFICATION COMPULSORY REQUIREMENTS

1. Valid Original tax clearance

Please note that copies of tax clearance certificates are not valid as per SARS and they will not be accepted by JPC. Failure to provide the original 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 quotation 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 HEREBY CONFIRM THAT 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: ________________
SUPPLY CHAIN MANAGEMENT
P.O. BOX 31565
BRAAMFONTEIN
2017

VAT. NO: 4010194266/4760117194

BIDDER:

TEL:

FAX:

Your Vendor Number With Us:

<table>
<thead>
<tr>
<th>REQUEST FOR QUOTATION</th>
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<tbody>
<tr>
<td>RFQ NUMBER</td>
<td>SCM 17475</td>
</tr>
<tr>
<td>RFQ DATE</td>
<td>10 JULY 2018</td>
</tr>
<tr>
<td>CONTACT PERSON</td>
<td>Vinothan Manikam</td>
</tr>
<tr>
<td>NAME:</td>
<td>(T) 010 219 9000</td>
</tr>
</tbody>
</table>

PLEASE NOTE THAT YOU MUST BE REGISTERED ON JPC SUPPLIER DATABASE

Submission Deadline: 17 JULY 2018
Submission Time: 10H30AM

VALIDITY OF RFQ: 30 DAYS

RFQ’S above R30 000-00 to a maximum of R200 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).

Evaluation Criteria

Please note that the RFQs will be evaluated on functionality and BBBEE

The stages of evaluation will be as follows:

Stage 1 – Functionality

Functionality will be evaluated as per Annexure A attached hereto

Bidders are required to obtain a minimum of 75 points out of 100 points to be evaluated further on stage 2 (price)

Stage 2 – (price and BBBEE)
Points for price are 80

Points for BBBEE are 20

<table>
<thead>
<tr>
<th>B-BBEE status</th>
<th>Level of Contributor</th>
<th>Number of Points (80/20 system)</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>20</td>
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<tr>
<td>2</td>
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<td>4</td>
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<tr>
<td>8</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Non-Compliant contributor</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>ITEM NO.</td>
<td>DESCRIPTION</td>
<td>QUANTITY REQUIRED</td>
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<td></td>
</tr>
</tbody>
</table>
NB THE BIDDER CONFIRMING THAT SUCH ALTERATION WAS MADE BY THE BIDDER MUST SIGN FOR ANY AND ALL ALTERATIONS. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL BE DISQUALIFIED

Grand Total (Excluding Vat)

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.
RFQ SCM 17475 Brief for Photography – 03 July 2018

The JPC an agency of the City of Johannesburg requires an Inner City Property Prospectus pertaining to 71 Inner City Properties that are available for developers to address affordable development on properties that are available in the City.

About the Project

The property assets that are going out for tender for 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. Economic growth and job creation occur to address socio-economic disparities and legacies of discrimination and inequality.

Each building will have a unique RFQ number; hence, each Erf and/or building must have pages that are unique as per the groupings schedule.

Prospectus Project Objectives

- A Foreword that carries the Executive Mayor’s message that pertains to these buildings, as well as a messages from the MMC Development Planning and the City Manager
- To highlight the 71 properties including precincts where developments are namely Berea, City & Suburban, Jeppestown, Johannesburg, Marshall's Town, Turffontein, Vrededorp, Yeoville. Each property is supported by photography – both aerial (drone) and street view, GIS diagrams, property description, physical address, whether there is to a City Improvement District and information on the Erf and the size of property.
- To communicate the City of Johannesburg’s commitment to the ten-point plan that speaks to Inner City development and addressing the housing backlog. A forward-thinking Metropolitan.
- To create an engaging brand experience through innovative design, concept and content.

Target Audience

- Associations in the Inner City and potential partners and investors who will respond to the RFPs who are in the property industry
- Property developers
- Members of the public and local communities
- The media who may want to know more about the redevelopment

Project Scope

- Graphic design, layout, copy-writing and editing
- The size of the document is A5 size
- Quote on full-colour printing of 150 pages; 200 pages; 250 pages; 300 pages including higher grammage cover.
- Quantity of copies: 250; 500
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 Corporate Publications /20/

- Proof
  a) 5 brochures or more (20)
  b) 3 – 4 brochures (10)
  c) 1-2 brochures (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

QUOTATIONS ARE TO DISTINGUISH BETWEEN DESIGN WORK AND THE PRINT ASPECT JPC RESERVES THE RIGHT TO AWARD TO MORE THAN ONE COMPANY THIS ASSIGNMENT

Deadline for Quotation

Quotation to be submitted in the Request for Quotation (RFQ) Box and not via e-mail by Tuesday 17th July 2018 at 11h00.

Delivery Date Deadline
The final delivery will be on Friday 20th of July 2018 at 08h00
MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES / NO

3.8.1 If yes, furnish particulars:

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*MSCM Regulations: “in the service of the state” means to be –

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

* Shareholder means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.
3.9 Have you been in the service of the state for the past twelve months? ....... YES / NO

3.9.1 If yes, furnish particulars.

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ................. YES / NO

3.10.1 If yes, furnish particulars.

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1 If yes, furnish particulars.

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO

3.14.1 If yes, furnish particulars:
4. **Full details of directors / trustees / members / shareholders.**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>State Employee Number</th>
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**Signature** .................................................................  **Date** .................................................................

**Capacity** .................................................................  **Name of Bidder** .................................................................
CERTIFICATE OF INDEPENDENT BID DETERMINATION

This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.

Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

   a.     take all reasonable steps to prevent such abuse;

   b.     reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

   c.     cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: ___________________________ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;

2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

   (a) has been requested to submit a bid in response to this bid invitation;

   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium* will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   
   (a) prices;
   
   (b) geographical area where product or service will be rendered (market allocation)
   
   (c) methods, factors or formulas used to calculate prices;
   
   (d) the intention or decision to submit or not to submit, a bid;
   
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   
   (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

*Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.................................................. ..................................................
Signature Date

.................................................. ..................................................
Position Name of Bidder