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>15 August 2018</th>
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</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>SCMU</td>
</tr>
<tr>
<td>RFQ NUMBER:</td>
<td>SCM 17628</td>
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</tbody>
</table>
| DESCRIPTION OF GOODS/SERVICES | Appointment of a service provider to render to render document Copy-writing, Editing, Graphic Designs,
Photography and Printing Services for JPC official documents like Quarterly Report, Annual Report, Business Plan etc. |
| RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM: | The JPC Website – [www.jhbproperty.co.za](http://www.jhbproperty.co.za) |
| OR                    |               |
| FROM                  | 1st Floor, Forum 2 |
|                       | Braam Park    |
|                       | 33 Hoefdf Street |
|                       | Braamfontein  |
|                       | 2017          |
| COMPULSORY REQUIREMENTS |               |
| SUBMISSION OF QUOTES: | 1st Floor |
|                       | Forum 2, Braam Park |
|                       | 33 Hoefdf Street |
|                       | Braamfontein  |
|                       | 2017          |
| TIME: CLOSING DATE    | 10h30am       |
|                       | 22/08/2018    |
| ENQUIRIES:            | (T)010 219 9000 Kgomoatio Moero   |
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 17628

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.

<table>
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<tr>
<th>No</th>
<th>Details</th>
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<tr>
<td>1</td>
<td>Certified Copy of Company Registration Document</td>
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<td>2</td>
<td>Rates &amp; Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS</td>
<td></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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<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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<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>
<td></td>
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<tr>
<td>9</td>
<td>Original Tax Clearance Certificate</td>
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<tr>
<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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<tr>
<td>12</td>
<td>CENTRAL SUPPLIER DATABASE PROOF OF REGISTRATION</td>
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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 HEREBY CONFIRM THAT I 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 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: ________________________________

_____________________________________

TEL: __________________________________

FAX: __________________________________

Your Vendor Number With Us: __________

<table>
<thead>
<tr>
<th>RFQ NUMBER</th>
<th>RFQ DATE</th>
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<tbody>
<tr>
<td>SCM 17628</td>
<td>15 AUGUST 2018</td>
</tr>
</tbody>
</table>

CONTACT PERSON

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Kgomotsi Morero</th>
</tr>
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<tbody>
<tr>
<td>TEL No:</td>
<td>(T) 010 219 9000</td>
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</table>

PLEASE NOTE THAT YOU MUST BE REGISTERED ON JPC SUPPLIER DATABASE

Submission Deadline: 22 AUGUST 2018
Submission Time: 10H30AM

VALIDITY OF RFQ: 30 DAYS

RFQ'S above R30 000-00 to a maximum of R200 000will 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).
OFFICE USE ONLY:
PRICE/S TO BE VAT EXCLUSIVE
Please submit all Quotations to the fax number stated above

Points will be allocated as follows:

<table>
<thead>
<tr>
<th>Points for price:</th>
<th>80</th>
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Points for B-BBEE (Max of 20):

<table>
<thead>
<tr>
<th>B-BBEE status Level of Contributor</th>
<th>Number of Points (80/20 system)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>20</td>
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<tr>
<td>2</td>
<td>18</td>
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<td>3</td>
<td>16</td>
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<td>7</td>
<td>4</td>
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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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</table>
**Delivery Address:**

<table>
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<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>Quantity Required</th>
<th>Unit of Measure</th>
<th>Date of delivery of the photographs</th>
<th>Delivery Period / Lead time</th>
<th>Price per Unit of Measure (Excluding Vat)</th>
<th>Total (Excluding Vat)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Appointment of a service provider to render document Copy-writing, Editing, Graphic Designs, Photography and Printing Services for JPC official documents like Quarterly Report, Annual Report, Business Plan etc</td>
<td>One (1) Full Online Version</td>
<td>Approximately 150 pages.</td>
<td>22 August 2018</td>
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</table>
- To showcase JPC's achievements for 2017/18 to its stakeholders through JPC's Annual Report.
- To communicate JPC as an established, forward-thinking Metropolitan owned property company.
- To introduce JPC to 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.

**Project Scope**
- Idea generation for a theme with three design options / concepts.
- Concept, design, content and production of the JPC Annual Report for the 2017/18 financial year.
- 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 proofreading.

**Project Specifications**
- Product specifics: The final Report to be online versions (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.
- 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 must clearly communicate the message. Design and layout of the narrative report and Annual Financial Statement should be in line with the approved concept.
- Full online version: Approximately 150 pages.
- Stock Paper: Not Applicable. This is an Online Only Publication.
- Size: A4, portrait/landscape orientation can be proposed.
- Stock Images: Possible purchase of 10 stock images.

*NB: The bidder confirming that the bidder made such alteration must sign for any and all alterations.*

*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.
ANNEXURE C

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.

*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:

.................................................................

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<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

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

2. 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.

3. 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.

4. 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.

5. 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\(^a\) 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.

\(^a\) 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