REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR THE CITY OF JOHANNESBURG

Procurement Less than R 200 000 (Including Vat)

(For publication on the City of Johannesburg Notice Board/s & Website)

The City of Johannesburg 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>30 JANUARY 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>TRANSPORTATION</td>
</tr>
<tr>
<td>RFQ NUMBER:</td>
<td>R0861/12</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES</td>
<td>TRAINING ON STAKEHOLDER CONSULTATION/ENGAGEMENT, MANAGEMENT AND PUBLIC PARTICIPATION</td>
</tr>
<tr>
<td>RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:</td>
<td>The COJ Website – <a href="http://www.joburg.org.za/quotations">www.joburg.org.za/quotations</a> OR FROM INFORMATION DESK 15TH FLOOR METRO CENTRE 158 Civic Boulevard street BRAAMFONTEIN</td>
</tr>
<tr>
<td>COMPULSORY REQUIREMENTS</td>
<td>See conditions page. SUPPLIERS MUST BE ACCREDITED TO SETA</td>
</tr>
<tr>
<td>SUBMISSION OF QUOTES:</td>
<td>QUOTATION BOX, GROUND FLOOR, METRO CENTRE 158 Civic Boulevard street, Braamfontein</td>
</tr>
<tr>
<td>TIME: CLOSING DATE</td>
<td>10H30 06 FEBRUARY 2013</td>
</tr>
<tr>
<td>ENQUIRIES:</td>
<td>Simphiwe Ntuli: 011 870 4535</td>
</tr>
</tbody>
</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) & the City’s Supply Chain Management Policies and Procedures.
COMPULSORY REQUIREMENTS

1. Original tax clearance

   Please note that copies of tax clearance certificates are not valid as per SARS and they will not
   be accepted by the City of Johannesburg. 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. 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.

8. 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 CoJ 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 the City’s Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on the City's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit. The City 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 the City of Johannesburg. The City 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. **THE CITY OF JOHANNESBURG DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.**

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 COJ 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 UNIT**
P.O. BOX 7776
JOHANNESBURG
2000

VAT. NO: 4760117194

**REQUEST FOR QUOTATION**

<table>
<thead>
<tr>
<th>RFQ NUMBER</th>
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<tbody>
<tr>
<td>R0861/12</td>
<td>30 JANUARY 2013</td>
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</table>

**CONTACT PERSON**

<table>
<thead>
<tr>
<th>NAME</th>
<th>Simphiwe Ntuli</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL No</td>
<td>011 870 4535</td>
</tr>
</tbody>
</table>

**Validity of RFQ:** 30 DAYS

**Submission Deadline:** 06 FEBRUARY 2013

**Submission Time:** 10h30

**OFFICE USE ONLY:**

**PRICE/S TO BE VAT EXCLUSIVE**

Please submit all Quotations to the fax number stated above

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).

Points will be allocated as follows:

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

<table>
<thead>
<tr>
<th>B-BBEE status</th>
<th>Level of Contributor</th>
<th>Number of Points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>18</td>
<td></td>
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<tr>
<td>3</td>
<td>16</td>
<td></td>
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<tr>
<td>4</td>
<td>12</td>
<td></td>
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<tr>
<td>5</td>
<td>8</td>
<td></td>
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<td>4</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Non-Compliant contributor</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
REQUEST FOR QUOTATION (RFQ) NUMBER: R0861/12

Delivery Address:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>Quantity Required</th>
<th>Unit of Measure</th>
<th>Date required</th>
<th>Delivery Period / Lead time</th>
<th>Price per candidate (Excluding Vat)</th>
<th>Total for 15 candidates (Excluding Vat)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>TRAINING ON STAKEHOLDER CONSULTATION/ENGAGEMENT, MANAGEMENT AND PUBLIC PARTICIPATION</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Grand Total

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 City of JHB.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.
REQUEST FOR QUOTATIONS:
TRAINING ON STAKEHOLDER CONSULTATION/ ENGAGEMENT, MANAGEMENT AND PUBLIC PARTICIPATION PROCESSES

1. Purpose
To request for quotations from suitably qualified and experienced companies to provide training to City’s officials on stakeholder consultation/engagement, management and public participation processes.

2. Background
On regular basis the City’s Transport Department, JRA and JDA undertake a number of projects which involve stakeholder consultation, engagement and public participation processes. Some of these projects include upgrading of roads, sidewalks, road maintenance, provision of bicycle lanes, public transport lay-byes and related infrastructure. Over and above this, officials from these departments on regular basis are required to address petitions from communities. These petitions range from request to speed humps to upgrading of roads and provision of public transport facilities. The process of addressing petitions sometimes involves meeting with community structures, ward councillor and other key community leaders.

Moreover, officials on many occasions are required to manage angry communities, intervene during service delivery protests, and engage communities on service delivery issues. Service delivery protests are sometimes volatile and dangerous especially for staff members who do not have training on how to deal with such situations.

Also, officials, especially from Public Transport Operations are required to engage public transport operators which include taxi drivers and cross border transport service operators.

To emphasis the importance of stakeholder engagement, during the City’s GDS outreach process, the Executive Mayor (correctly so) indicated that the “City’s greatest assets are its people” without communities, there can be no City. Hence stakeholder engagement is core to service delivery. However, poor management of stakeholders, especially during service delivery protest can have unintended consequences; hence it is very important to train each and every official responsible for stakeholder management on how to properly engage with communities.
3. **Key JRA/ JDA/ Transport Stakeholders**

Some of the stakeholders officials engage with on regular basis include:

i) Ward Councillors  
ii) Community leaders, including faith based organization  
iii) Local business people, including small business people like hawkers  
iv) Public Transport operators, including taxi drivers  
v) NGOs  
vi) Local political structures  
vii) Officials from other spheres of government  
viii) Ordinary community members (including protesting and “toy toying” community members)  
ix) Professional bodies, e.g., Engineering council, etc  
x) Job seekers on local construction projects  
xii) Many other diverse groupings that needs to be engaged on regular basis by the City

All these stakeholders are different, with different needs and need to be engaged in their own special way

4. **Request for quotations**

As earlier indicated, the City would like to appoint a service provider to provide stakeholder engagement training for City officials involved in community based projects. The training should be ECSA (Engineering Council of South Africa) compliant. The service provider should prove that he/she has experience on diverse stakeholder management / engagement.

**Training Requirements:**

The City would like to train 15 officials on stakeholder engagement as discussed above.

The service provider will be required to prepare training material, provide venue for training and conduct training as mentioned above. The service provider’s cost should include meals (Morning tea, lunch and afternoon tea) for the officials to be trained.  
The City will provide transport to the training venue.
Submitting of quotations:

When submitting quotations, potential service providers should provide the following information:

i) The service provider must indicate the duration of training in his/her proposal
ii) Company profile which clearly indicates company’s experience on stakeholder engagement training
iii) The CV of the person(s) to be used for the training
iv) Proposal on the structure of training to be provided
v) Proof that training is ECSA compliant
vi) Valid tax clearance certificate

Training will be provided between February and March 2013. The City and the successful service provide will determine suitable dates for training.

The City reserves its rights in terms of making this appointment, and will not be obliged to appoint any service provider and can exercise its discretion to continue/not continue with this training.

For inquiries and further information, kindly contact Simphiwe Ntuli using the following contact details
Tel: 011 870 4535