



a world class African city



City of Johannesburg  
Metrobus

Transportation House  
1 Raikes Road  
Braamfontein  
2001

PO Box 1787  
Johannesburg  
South Africa  
2000

Tel +27(0) 11 403 4300  
Fax +27(0) 11 403 4349

www.mbus.co.za

## REQUEST FOR QUOTATION FOR GOODS METROBUS

Procurement Less than R 200 000 (Including Vat)

(For publication on the Metrobus Notice Board/s & Website)

Metrobus hereby invites service providers/ suppliers to submit quotations on the goods and services listed below. Please note the following:

- Provide the information requested or as per specification
- Return all the required information on the date stipulated
- Late and or incomplete submissions will invalidate the quotations submitted

ADVERTISEMENT DATE	19/07/16
RFQ NUMBER:	HO 206/2016
DESCRIPTION OF GOODS AND OR SERVICES	REQUEST FOR QUOTATION FROM SERVICE PROVIDERS FOR: SUPPLY AND DELIVERY OF 5 X TARGAS LAPTOP BAG.
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	FROM NO.1 RAIKES ROAD & ENOCH SONTONGA 2 <sup>ND</sup> FLOOR FINANCE
<b><u>SUBMISSION OF QUOTES:</u></b>	EMAIL ADRESS: scm@mbus.co.za
COMPULSORY REQUIREMENTS	1.Original Tax Clearance Certificate 2.latest copy of rates and taxes 3.MBD 4 forms completed and signed 4.Certified BBBEE Certificate 5.Supplier Database Forms
CLOSING DATE AND TIME:	DATE:28/07/2016 TIME: 11H00 am
SITE MEETING	N/A
ENQUIRIES:	TEL NO: 011 403 4300

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 Metrobus Supply Chain Management Policies and Procedures.

### **PLEASE NOTE THAT THE QUOTATION WILL BE INVALID IN THE FOLLOWING INSTANCES**

- i) IF THE QUOTATION PAGE IS NOT SIGNED.
  - ii) IF THE MBD 4: DECLARATION OF INTEREST FORM IS NOT COMPLETED AND SIGNED.
  - iii) IF A VALID TAX CLEARANCE CERTIFICATE IS NOT ATTACHED.
  - iv) IF NO LATEST PROOF OF PAYMENT RATES AND TAXES(CERTIFIED COPY) OR IF OWING MORE THAN 3 MONTHS
- IF THE FOLLOWING ARE NOT ATTACHED, NO POINTS WILL BE AWARDED FOR B-BBEE**

**AN ORIGINAL OR A CERTIFIED COPY OF B-BBEE STATUS LEVEL VERIFICATION**



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\_\_\_\_\_

\_\_\_\_\_

TEL \_\_\_\_\_

: \_\_\_\_\_

FAX:

Your Vendor Number With Us:

\_\_\_\_\_

Submission Deadline: 28/07/2016

Submission Time: 11H00 am

VALIDITY OF RFQ: 30 DAYS

RFQ NUMBER		RFQ DATE	
HO206/2016		19/07/2016	
CONTACT PERSON			
NAME:		SCM DEPARTMENT	
TEL NO:		: 011 403 4300	
EMAIL ADDRESS:		SCM@MBUS.CO.ZA	

**OFFICE USE ONLY: PRICE/S  
TO BE VAT INCLUSIVE**

**Please submit all Quotations to the Email address stated above**

RFQ'S above R30 000-00 to a maximum of R200 000 including vat 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:

Points for price:	80
Points for B-BBEE (Max of 20):	
B-BBEE status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

CONDITIONS:

- All goods or services purchased will be subject to CoJ Policies & Procedures. A copy of said conditions is available from the SCMU office.
- An Original Tax Clearance Certificate must be submitted with this RFQ. Failure to do so will invalidate the quotation submitted**
- 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 received.
- To participate in the City's Quotation procurement of goods and/or services, vendors are advised to register on the City's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit.
- 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.

**IF THIS PAGE IS NOT SIGNED, THE QUOTATIONS WILL NOT BE EVALUATED:**

SIGNATURE OF BIDDER: \_\_\_\_\_ CAPACITY: \_\_\_\_\_



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### **SPECIFICATIONS:**

- 5 X Targa's laptops bags.