



Sandton Library Offices
Nelson Mandela Square
West Street, Sandton
Johannesburg
South Africa

P.O Box 7776
Johannesburg
South Africa
2000

Tel +27 11 779 0200
www.joburgtourism.com

REQUEST FOR QUOTATION (RFQ)

RFQ Number	JTC 0039- 2022/23
DESCRIPTION: RE-ADVERT- REQUEST FOR QUOTATION TO APPOINT A SUITABLE AND QUALIFIED SERVICE PROVIDER FOR PRODUCTION, LAYOUT DESIGN, SOURCING, PRINTING AND DELIVERING OF FOLDABLE PRINTED AND ELECTRONIC JOBURG TOURIST MAPS, SOUTH AFRICAN MAPS AND EVENTS CALENDER LEAFLETS FOR DISSEMINATION AT JOBURG TOURISM VISITOR INFORMATION CENTRES, STRATEGIC LOCATIONS AND TOURISM EVENTS.	
THIS REQUEST FOR PROPOSAL IS FOR THE JOHANNESBURG TOURISM COMPANY	

Date of advertisement:	08 March 2023	
Closing date:	15 March 2023	
Closing time:	10h00	
Compulsory briefing meeting date (if applicable)	N/A	
Quotations <u>MUST</u> be deposited in bid box at: Sandton Library Offices Nelson Mandela Square West Street, Sandton		
Procurement Enquiries	mkhumalo@mbus.joburg.org.za	Tel: (011) 779 0200
Technical Enquiries	ratanangm@joburgtourism.com	Tel: (011) 779 0200

ENTITY DETAILS

Entity Type	Private	Partnership	Close Corporation		Sole Proprietor
	Other (Specify)				
Entity Name	Legal Name:				
	Trading as:				
Entity Registration Number					
City of Johannesburg/ JTC Vendor Registration Number (if already have)					
National Treasury Central Supplier Database number: (Compulsory)					
Entity Street Address					
					Postal Code :
Contact Details of the Person Representing the Entity	Name	:			
	Telephone:	:			
	Cell phone:	:			
	E-mail address	:			
Income Tax Number					
VAT Reference Number (if applicable)					

PRICING SCHEDULE – FIRM PRICES

Bidder's Name:

- Johannesburg Tourism Company is not bound to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation and to award the bid to more than one bidder.
- Offers to be valid for 60 days from the closing date of bid and no second-hand/refurbished materials/parts may be used in the final goods to be delivered by the bidder.
- Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered in cases where different delivery points influence the pricing; a separate pricing schedule must be submitted for each delivery point.

- Do you intend to subcontract more than 25% of the work?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

- If the answer is **YES**, indicate the name of the subcontractor _____, the percentage to be sub-contracted _____% and attach the BBEE certificate of the subcontractor.
- The quotation will be evaluated on 80/20 preference point system in line with PPPFA Regulations, 2017.
- A bidder must submit proof of its B-BBEE status level of contributor to be awarded preference points, attach original or certified certificate (not older than 3 months) or sworn affidavit.
- For quotations above R30 000, the bidder should submit the municipal account for the company and all directors or lease agreement or an affidavit if they do not own or lease a property.
- B-BBEE Status Level of Contribution _____ (preference points, maximum 20) _____

- Other than completing the pricing schedule below, a bidder should submit the quotation on their company's letterhead or logos.

SCHEDULE OF PRICES/ RATES:

Quotation Description:

REQUEST FOR QUOTATION TO APPOINT A SUITABLE AND QUALIFIED SERVICE PROVIDER FOR PRODUCTION, LAYOUT DESIGN, SOURCING, PRINTING AND DELIVERING OF FOLDABLE PRINTED AND ELECTRONIC JOBURG TOURIST MAPS, SOUTH AFRICAN MAPS AND EVENTS CALENDER LEAFLETS FOR DISSEMINATION AT JOBURG TOURISM VISITOR INFORMATION CENTRES, STRATEGIC LOCATIONS AND TOURISM EVENTS.

Pricing	(R)
Sub Total Price	
Vat 15% (if applicable)	
Total Quoted Price (Inclusive of Vat)	

MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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 Owner of the Bidding Entity:

.....

3.2 Identity Number if applicable:

.....

3.3 Position occupied in the Company (director, trustee, shareholder²):

.....

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?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.8.1 If yes, furnish particulars.

3.9 Have you been in the service of the state for the past twelve months?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.9.1 If yes, furnish particulars

.....

3.10 Do you have any relationship (close family member, partner or associate) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.10.1 If yes, furnish particulars

3.11 Are you aware of any relationship (close family member, partner or associate) 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?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.11.1 If yes, furnish particulars.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

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?

(Tick applicable box)

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?

(Tick applicable box)

YES	NO

3.14.1 If yes, furnish particulars:

.....

.....

4. Full details of directors / trustees / members / shareholders. (Attach for additional members)

Full Name	Identity Number	State Employee Number (If applicable)

¹MSCM 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.

² 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.

MBD8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. (tick applicable box).**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	Question	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

Item	Question	Yes	No
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE AND/OR THE EMM MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidding Entity

MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Form "I" 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 Form "I" 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 must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

Johannesburg Tourism Company

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

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- 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 consortium³ 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.

 - 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.

11.

.....
Signature	Date
.....
Full Names of Person Representing Company	Position in Company

FORM "E"

SPECIFICATION/SCOPE OF WORK/TERMS OF REFERENCE

Request for a qualified and experienced service provider with relevant appropriate skill and experience to produce, design, source, print and deliver, the following:

- A3 size foldable and electronic Joburg tourist maps,
- A3 South African Map
- Foldable events calendar leaflets

The above collateral will be used for information dissemination to tourists at Joburg Tourism Visitor Information Centres, strategic locations and tourism events. Service provider/s are to submit quotes with samples of work done previously as per the below specifications.

a) **JOBURG TOURIST MAP**

The tourist maps will be disseminated to tourist and visitors who want to explore places of interest, experiences and tourism attractions.

Joburg Tourist Map must be as per the below **specifications**:

- Design and printing of foldable Joburg A3 (suitable size) foldable to DL Maps (6folds)
- Print Full color both side
- Synthetic Paper :135sgm
- Quantity :12 000 hard copies Joburg tourist map and 1 soft copy for electronic purpose
- Branding: Joburg Tourism to provide logo and contact details for the front page and back page of the map.
- Supplier must submit a mock up /copy for approval before production of the whole order for approval
- The appointed service provider need to source the images and verify copyright/ ownership before use of images. JTC will **NOT** be liable for any litigation as a result of wrongful use of images.

Joburg Tourist Map must comprise and feature the below details:

- Museums (colour coded, numbered and shown by symbol where applicable) as per Column A of Table 1 below.
- Places of Interest & Attractions (color coded, numbered and shown by symbol where applicable) as per Column C of Table 1 below.

- Activities (colour coded, numbered and shown by symbol where applicable) as per Column C of Table 1
- Tourism Hotspot (highlighted in the map)
- Colour code/ theme the museum, places of interest & attractions and activities e.g. museums be coloured in orange and places of interest & attractions coloured in blue etc.
- Legend (table of symbols)
- Index to point of interest (Number and name /short description),
- Quality Images of top highlights/must see attractions (Maboneng, Johannesburg Holocaust & Genocide Centre, Museum Africa, Constitution Hill, June 16 Memorial, Credo Mutwa Village, Red Bus City Sightseeing). The appointed service provider need to source the images and verify copyright/ ownership before use of images JTC will NOT be liable for any litigation as a result of wrongful use of images
- Map QR Code (Scan Code)
- Attraction index to be categorized e.g. museums, attractions and activities.

Attractions that should be included in the map are as per the below;

1. **Inner City:** Ghandi Square, Victoria Yard, 27 Boxes, Maboneng & Jewel City, Lindfield Victorian House, Johannesburg Holocaust & Genocide Centre, Ponte Tower, Kwa Mai-Mail Traditional Market, The Rand Club , Workers Museum, Newtown Precinct, Mining District, Chancellor House, The Playground Market, Faraday Market, Museum Africa, Constitutional Hill, Origins Centre, The View in Parktown, Centre for the less Good Idea, Market Theatre, Joburg Theatre, Windybrow Theatre, Absa Gallery, Bridge Books , Johannesburg Library, Rand Club, Living Artist Emporium
2. **Joburg North:** Johannesburg Stock Exchange, Nelson Mandela Yard, Alexandra Heritage Centre, Alex Mall, Fourways Farmers Market, Monte Casino, Bryanston Organic Market, Huddle Park, Acrobranch Melrose, US Embassy, Rosebank Craft Market, Goodman Gallery, Sandton Convention Centre, Joburg Zoo, Zoo Lake, Mushroom Park, Nelson Mandela Centre of Memory, Odd Wine Out, Gerakaris Family Wines, Mall of Africa, Treetop Adventures, River Sands Market, Kyalami Indoor Karting SA, National Museum of Military History, Nelson Mandela Square, The Leonardo, Johannesburg City Rock, Northgate Ice Rick, Gallagher Convention Centre, Croc City and Reptile Park, 44 Stanley, Munro Drive Viewpoint
3. **Joburg South:** Lebo’s Backpackers, Soweto Equestrian Centre, Credo Mutwa Cultural Village, June 16 Memorial, Regina Mundi, Ubuntu Kraal, Soweto Country Club, Orlando Stadium, Soccer City Stadium, Orlando Towers, Nelson Mandela House, Apartheid Museum, Gold Reef City, James Hall Museum of Transport, Klipriviersberg Nature Reserve, Northcliff Ridge Eco Park Viewing Point

Index to be categorized as follows museums, Places of interests, Activities please see below;

Table: A: Index

Column A: Museums	Column B: Places of Interest/Attractions	Column C: Activities
1. June 16 Memorial 2. Nelson Mandela House	23. Ghandi Square 24. Croc City and Reptile Park	68. Acrobranch Melrose 69. Lebo’s Backpackers

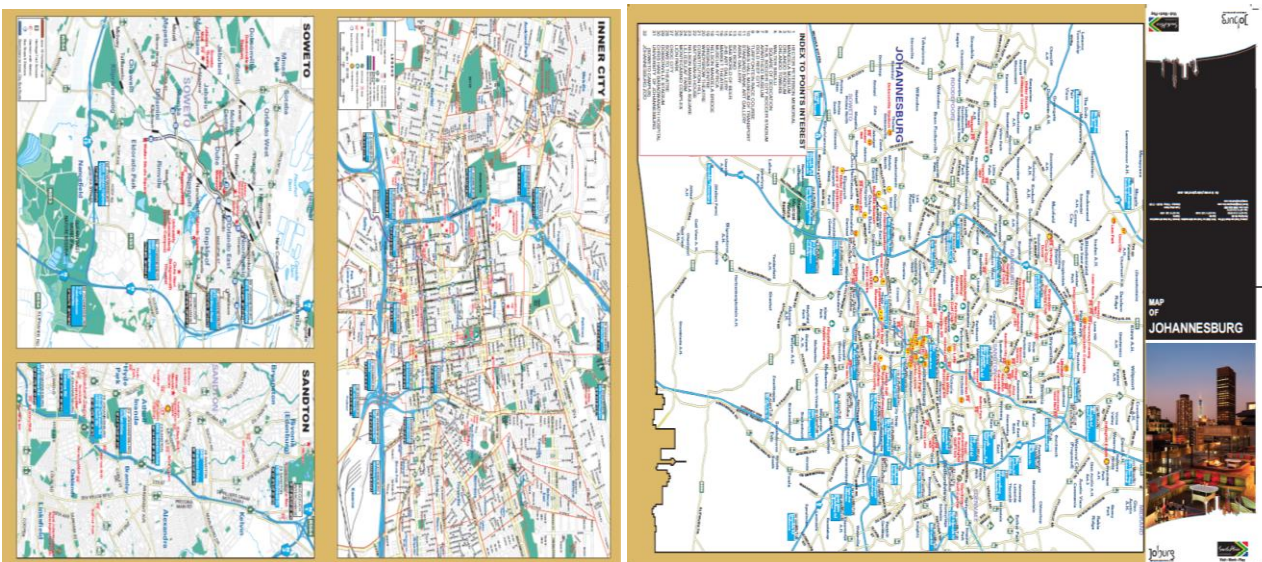
<ul style="list-style-type: none"> 3. Museum Africa 4. Apartheid Museum 5. Constitutional Hill 6. Satyagraha House 7. Lindfield Victorian House 8. Johannesburg Holocaust & Genocide Centre 9. Workers Museum 10. Heritage Centre 11. Nelson Mandela Yard 12. Wits Art Museum 13. Chancellor House 14. Sci Bono Discovery Centre 15. Wits Art Museum 16. Museum of Military History 17. Nelson Mandela Centre of Memory 18. Origins Centre Museum 19. Kliptown Open Air Museum 20. James Hall Museum of Transport 21. Credo Mutwa Cultural Village 22. Dr Xumo Museum 	<ul style="list-style-type: none"> 25. Victoria Yards 26. Gallagher Convention Centre 27. Mapitaza Underground mine 28. Mall of Africa 29. Sandton Convention Centre 30. 27 Boxes 31. Maboneng & Jewel City 32. Ponte Tower 33. Kwa Mai-Mail Traditional Market 34. The Rand Club 35. The Playground Market 36. Faraday Market 37. Johannesburg Stock Exchange, The Leonardo 38. Alex Mall 39. Fourways Farmers Market 40. Monte Casino 41. Bryanston Organic Market 42. Rosebank Craft Market 43. 44 Stanley 44. Ubuntu Kraal 45. Soweto Country Club 46. Orlando Stadium 47. Soccer City Stadium 48. The View in Parktown 49. Newtown Precinct 50. Mining District 51. Orlando Towers 52. Nelson Mandela Square 53. Joburg Zoo 54. Zoo Lake 55. Joburg Theatre 56. Mandela Bridge 57. River Sands Market 58. Prison Break Market 59. Centre for the less Good Idea 60. Market Theatre 61. Joburg Theatre 62. Windybrow Theatre 63. Absa Gallery 64. Bridge Books 65. Johannesburg Library 66. Living Artist Emporium 67. Rand Club 	<ul style="list-style-type: none"> 70. Soweto Equestrian Centre 71. Maboneng Skating Tours 72. Curiosity Walking Tours 73. Dlala Nje Walking Tours 74. Honest Travel 75. Rietvlei Zoo Farm 76. Huddle Park 77. City Rocks Randburg 78. Kyalami Indoor Karting 79. Honeydew Mazes 80. Orlando Towers 81. Klipriviersberg Nature Reserve Hiking 82. The Leonardo Rooftop Viewing 83. Northgate Ice Rink 84. Flywise SA Helicopter Rides (Vilakazi Street) 85. Treetop Adventures 86. Jozi X Bryanston 87. Northcliff Ridge Eco Park Viewing Point 88. Munro Drive Viewpoint 89.
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Table B: Tourist Hotspot/nightlife/popular restaurants

Colour Code (super impose) the following tourist hotspots

Tourism Hotspots/Nightlife/ Popular restaurants
Maboneng Precinct
Soweto Orlando West: Vilakazi Street
Melville: 7th Street
Greenside: Gleneagles Rd and Greenway street
Parkhurst: 4th Avenue
Cnr Jan Smuts and Bolton Rd
Braamfontein: De Beer St
Sandton: Nelson Mandela Square
Sandton: 24 Central: Fredman Dr and Gwen Ln
Fourways: Cedar Square
Bryanston: Nicole Way

Sample of the tourist map:



b) SOUTH AFRICAN MAPS

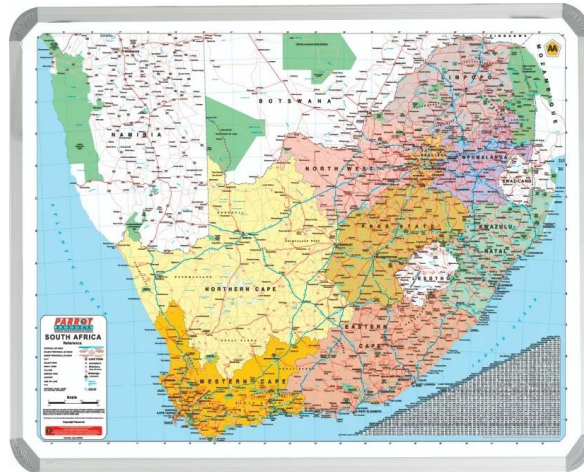
Service provider to source **readily available detailed South African Map** (as below) for wall display at Johannesburg Tourism Information Centres.

Size: 1200 x 900 mm size

Quantities: 5

Paper quality: 200sgm

Sample of South African Map:



c) JOBURG EVENTS CALENDER

Joburg is famous for hosting a plethora of lifestyle, business, sports, arts and culture events to attract visitors to the destination. The events attract local, domestic, regional and international tourists; therefore it is pivotal to have a calendar of events for planning.

Production, layout design and printing of a 4 panel, 3 folds, double sided leaflet for highlighting Joburg signature events. Service provider to source images

- Quantity: 3000 copies
- Size: A2 after folding or post card size (6 x 11)
- Printing size: 4 panel, 3 fold double-sided leaflet, full color
- Paper: 200gsm, matt with event specific images.

Images:

- a) To show events taking place in the City namely; sports, food markets, exhibitions, festivals, food and clothes markets etc. Front cover must have images, few events and the back must have event listing.
- b) The appointed service provider need to source the images and verify copyright/ ownership before use of images JTC will NOT be liable for any litigation as a result of wrongful use of images
- c) Joburg Tourism will provide content and event list.
- d) Supplier must submit a mock up /copy for approval before production of the whole order, for approval.

N.B Poster-style folder and brochure folds incorporate multiple ways of folding paper to create a piece of media that will unfold into a large poster-sized sheet. The paper is first folded in half with a basic fold, then folded again into halves, thirds, or even fourths.

Sample of the Joburg event brochure

Front:



Back



JOBURG TOURIST MAP AND EVENTS CALENDAR ELECTRONIC COPIES

- Service provider must provide Joburg Tourism with the hi-resolution & low resolution soft copies and artwork of the newly designed Joburg Tourist Map and events calendar that can be shared on emails and website.
- Service provider must also provide Joburg Tourism with editable open file / raw file of both the newly designed Joburg Tourist Map and Events Calendar.
- Service provider must release the work done to Joburg Tourism for future use.

PRICING SCHEDULE:

Item	Quantity	PRICE/ UNIT excl VAT	TOTAL PRICE Excl VAT
Layout design of Johannesburg Tourist Map	1		
Printing of Johannesburg Tourist Maps	12 000		
South Africa Map for wall display	5		
Layout design of Events Calendar	1		
Printing of Events Calendar	3000		
Electronic Versions (JHB Map & Events Calendar)	2		
TOTAL PRICE excl VAT			
VAT			
TOTAL PRICE incl VAT			

CHECKLIST

Checklist documents and requirements should be submitted or attached.

Documents required to be attached :-	Attached	
	Yes	No
Quotation on company letter head.		
All parts must be quoted.		
Ensure that you sign the submission register provided at the Tender Box with correct date and RFQ number, <u>failure to do so will lead to disqualification</u>		
Valid certified BBEE certificate or affidavit.		
Valid Tax Clearance certificate		
CSD registration number to be filled in on the front page of RFQ in clear handwritten		
Respondents should also include in their submission <u>two (2) references</u> of similar or same job done before		
Completed RFQ		
Municipal Account not in arrears for more than 90 days for all <u>directors</u> or lease agreement if leasing a property or affidavit if the company and directors are nether leasing nor own a property.		
Municipal Account not in arrears for more than 90 days for the <u>company</u> with the address appearing on CSD report or lease agreement if leasing a property or affidavit if the company are nether leasing nor own a property.		
Ensure that you sign the submission register provided at the Tender Box with correct date and RFQ number, failing which will lead to disqualification.		