



a world class African city



City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall
65 Ntengi Piliso Street
Newtown
Johannesburg

Johannesburg Water
PO Box 61542
Marshalltown
2107

Tel +27(0) 11 688 1400
Fax +27(0) 11 688 1528

www.johannesburgwater.co.za

REQUEST FOR INFORMATION

RFI NUMBER:	JW RFI 003/2024 AS	CLOSING DATE:	08 July 2024
DESCRIPTION:	Service provider to provide promotional items including the design, layout and printing of artwork for the items on as and when basis for 36 months		
ISSUE DATE	01 July 2024		

ENQUIRIES MAY BE DIRECTED TO:

Bidding procedure enquiries <u>must</u> be sent to		Technical enquiries must be directed to	
CONTACT PERSON	Amanda Mnisi	CONTACT PERSON	Sibongiseni Dyani
TELEPHONE NUMBER	011 688 1763	TELEPHONE NUMBER	011 688 1966
E-MAIL ADDRESS (Submissions must be made to this address)	amanda.mnisi@jwater.co.za	E-MAIL ADDRESS	sibongiseni.dyani@jwater.co.za

SUPPLIER INFORMATION

NAME OF BIDDER			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
CENTRAL SUPPLIER DATABASE No:			
MANUFACTURER OR THIRD PARTY			

Directors:

Ms Gugulethu Phakathi (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
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Ms Kethabile Mabe (Company Secretary),

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1. PURPOSE OF THE REQUEST FOR INFORMATION

The RFI response proposals is enquired to assist the organisation with business decision making purposes for an upcoming thirty-six (36) months Request for Tender with regards to budget, cost effectiveness, risk assessment, specific goals to include in the tender, award and allocation strategy to incorporate, firm or non-firm prices, pricing schedule and special conditions of tender.

2. BACKGROUND

Johannesburg Water invites service providers to respond to a Request for Information for providing promotional items including the design, layout, and printing of artwork for the items on as and when basis for 36 months. This RFI is strictly to solicit market related information from potential bidder(s) for the supply and delivery of the promotional items. This RFI does not constitute; an offer; or any impression none so ever to do business with Johannesburg Water.

3. SCOPE OF WORK AND SPECIFICATIONS

3.1. REQUIREMENTS

The service provider will be required to provide promotional material including the design, layout and printing of artwork on an “as and when” required basis.

- 3.1.1 Upon award the successful tenderer will be required to submit statement regarding the size and method of the proposed delivery of items.
- 3.1.2 Before deliveries are made, the relevant End user must be advised of the date and time of the deliveries and samples be shared for approval.

3.2. DELIVERIES

- 3.3.1 Deliveries are to be made by road transport to the head office and some relevant sites and it is the tenderers responsibility to familiarize himself with the sites to establish the suitability of his vehicles to service the sites.
- 3.3.2 The tenderer is required to provide labour and equipment for the off-loading of the items. JW will not be responsible for this operation.
- 3.3.3 Deliveries will be between 07:30 to 16:00, Monday – Friday.

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4. PRICE SCHEDULE

Pricing Conditions

All price(s) tendered shall include the cost of all insurances, services, labour, equipment, fuel, materials, operational assistants, and all other expenses incidental to the operation and work to be performed etc. and be the net price after all discounts and settlement discount have been deducted.

	Type of Gift	Colour	Logo	Price per item
1.	Bottle Tritan and stainless steel, 0,75L stainless steel lid, silicone band	Blue	COJ & JW logos	
2.	4 USB PORTS Hub	Black	COJ & JW logos	
3.	Torch Keyholder with button cell batteries included	Blue	COJ & JW logos	
4.	Wireless Optical mouse and mouse pad	Blue	COJ & JW logos	
5.	Golf umbrella nylon fibreglass shaft, EVA foam handle, 8 panels	Blue	COJ & JW logos	
6.	Compact umbrella pongee aluminium shaft PP handle with rubberised coating, 8 panels, includes colour co-ordinated pouch	Blue	COJ & JW logos	
7.	Stationary Set Idea- 55016	Blue	COJ & JW logos	
8.	Large shopping bag	Blue	COJ & JW logos	
9.	USB Notebook and power bank gift set and Presentation box	Black	COJ &	

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			JW logos	
10.	Ladies laptop bag high quality, interior organisation panel, includes metal branding tag	Black	COJ & JW logos	
11.	Backpack cooler 600D with PEVA lining	Black	COJ & JW logos	
12.	Desk jug PET and PP as infuser	Blue	COJ & JW logos	
13.	Drawstring bag 210D	Blue	COJ & JW logos	
14.	Lunch cooler 600D with aluminium foil lining	Blue	COJ & JW logos	
15.	Stationery set Cardboard tube 3 wooden pencils, 15cm wooden ruler, eraser, wooden sharpener, crayons: kraft paper box 9(l) x 5(w) x 0.9(h), 6 x crayons	Blue	COJ & JW logos	
16.	Toothbrush holder cup	Blue	COJ & JW logos	
17.	Shoulder bag adjustable cross over shoulder strap 600D	Blue	COJ & JW logos	
18.	Travel safe bag linen polyester & 600D, includes metal branding plaque	Black	COJ & JW logos	
19.	Cosmetic bag quilted microfibre, 2 x zippered water-resistant compartments	Black	COJ & JW logos	

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20.	24 can cooler 600D with PEVA lining	Blue	COJ & JW logos	
21.	Back seat cooler and organiser, with aluminium foil lining	Black	COJ & JW logos	
22.	BBQ 30 can cooler 600D with pvc lining stainless steel and wood BBQ tools, 2 x steak knives & forks, waiters friend, wooden cutting board, salt and pepper shakers, recessed plaque for domed sticker application attached to cooler	Blue	COJ & JW logos	
23.	Picnic bag polycanvas 2 x PS plates, glasses, knives, forks & Spoons, recessed plaque for domed sticker application attached to cooler	Black	COJ & JW logos	
24.	Cooler bag with polycanvas, 2 x PS plates, glasses, knives, forks & Spoons, recessed plaque for domed sticker application attached to cooler	Black	COJ & JW logos	
25.	Lunch box registered design and FDA approved materials	Blue	COJ & JW logos	
26.	Water bottle gift set Presentation box, 2 x bottles	Black	COJ & JW logos	
27.	2 in 1 tumbler set stainless steel outer, 0.435L PP liner, PP abs lid; Presentation box	Blue	COJ & JW logos	
28.	Flask and tumbler gift set Presentation box, Flask, Tumbler	Blue	COJ & JW logos	
29.	Flask and mug set; Flask, stainless steel, 0.5L, 2 x mugs), stainless steel & PP, 0.28L 600D	Black	COJ & JW logos	

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30.	A5 USB notebook gift set 120 lined pages; Memory stick ABS, version 2.0, stylus ball set pen: with German black ink; presentation box	Black	COJ & JW logos	
31.	Tool set PU; Pliers: forged steel; other tools: stainless steel. Assorted bits, assorted sockets, bit extension, long nosed pliers, 6x precision screwdrivers, side cutters, handle, tweezers	Black	COJ & JW logos	
32.	Double wall tumbler and press 0.47L	Black	COJ & JW logos	
33.	Ball Pen	Black	COJ & JW logos	
34.	Stationery set (30cm ruler, sharpener, plastic eraser and 2 wooden pencils)	Blue	COJ & JW logos	
35.	Umbrella 190 polyester steel shaft, PP handle with rubberised coating, 8 panels	Blue	COJ & JW logos	
36.	Splash Highlighter -GIFT 9208			
37.	Dejay sink strainer with lead	White		
38.	Fridge magnet with water conservation tips	Blue		
39.	A5 notebooks with rubber band			
40.	Coasters with water conservation tips	Blue		

INFORMATION FOR SPECIFIC GOALS ANALYSIS

BUSINESS OWNED BY 51% OR MORE -BLACK PEOPLE

1. Percentage (%) of Black Ownership	
2. Is Black Ownership 51% or more? (Yes or No)	

BUSINESS OWNED BY 51% OR MORE – BLACK YOUTH

1. Percentage (%) of Ownership by Black Youth	
2. Is the percentage of Black Youth Ownership 51 % or more? (Yes or No)	

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BUSINESS OWNED BY 51% OR MORE-WOMEN	
1. Percentage (%) of Ownership by People who are Women	
2. Is the percentage of People who are Women 51 % or more? (Yes or No)	
BUSINESSES LOCATED WITHIN THE BOUNDARIES OF A REGION IN COJ, COJ MUNICIPALITY OR IN GAUTENG PROVINCE	
1. Is your business located in the Gauteng Province? (Yes or No)	
2. Is your business located in the COJ Municipality? (Yes or No)	
3. Is your business located within the region of the COJ? (Yes or No)	
BUSINESS OWNED BY 51% OR MORE - BLACK PEOPLE WHO ARE MILITARY VETERANS	
1. Percentage (%) of Ownership by Black People Who Are Military Veterans	
2. Is the percentage of Ownership by Black People Who Are Military Veterans 51% or more? (Yes or No)	
BUSINESS OWNED BY 51% OR MORE-BLACK PEOPLE WITH DISABILITIES	
1. Percentage (%) of Ownership by Black People With Disabilities	
2. Is the percentage of Ownership by Black People with Disabilities 51% or more? (Yes or No)	
SMME (AN EME OR QSE) OWNED BY 51% OR MORE - BLACK PEOPLE	
1. What is the Enterprise Type? EME – turnover is less than R10m QSE – Turnover between R10m and R50m Generic – Turnover is R50M or more	
JOINT VENTURE (JV), CONSORTIUM OR EQUIVALENT	
1. What is the percentage (%) of ownership for each party?	
SUBCONTRACTING WITH COMPANIES AT LEAST 51% OWNED BY HISTORICALLY DISADVANTAGED INDIVIDUAL (HDI) GROUPS MENTIONED ABOVE	
1. What is the percentage (%) that will be sub-contracted to companies that are at least 51% owned by Historically Disadvantaged Individual (HDI) groups mentioned above?	

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