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JOBURG
PROPERTY COMPANY

OPEN TENDER PROCESS

SERVICE PROVIDER NAME: _____

REQUEST FOR QUOTATIONS FOR THE PROVISION OF GOODS AND SERVICES AT JPC

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.

DATE OF ISSUE	12 May 2021
DEPARTMENT	JPC: Facilities Management
RFQ NUMBER:	RFQ 91/2021
DESCRIPTION OF GOODS/SERVICES	1) 300 boxes of A4 white printing paper 2) 100 boxes slip binder for each size 6 , 10 , 15 3) 100 Staple remover 4) 200 A4 Quire counter Feint & Margin 192
RFP SPECIFICATION FORMS/ DOCUMENTS WERE ISSUED ON THE JPC WEBSITE AND NOTICE BOARD	Issued on the JPC Website and notice board
COMPULSORY REQUIREMENTS	Submission of all required documents including compliance with all the requirements
DATE AND TIME OF THE COMPULSORY BRIEFING SESSION	N/A



VENUE OF THE COMPULSORY BRIEFING SESSION	N/A
SUBMISSION OF QUOTATIONS:	<p>City of Joburg Property Company SOC Ltd (JPC) 33 Hoofd Street, Forum I, Ground Floor , Braam Park Braamfontein 2017</p> <p>Submissions must be deposited into the RFQ Box at, Forum I, Ground Floor, Braam Park, Braamfontein</p> <p>No emailed submissions will be accepted.</p>
CLOSING DATE: CLOSING TIME:	18 May 2021 10H30AM
ENQUIRIES:	tdlamini@jhbproperty.co.za

QUOTATIONS 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: RFQ91/2021

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

No	Details	✓
1.	Certified Copy of Company Registration Document	
2.	Rates & Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS	
3.	Rates and Taxes Invoice for All the Directors or Members of the Company for all their properties OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS	



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4.	Declaration on State of Municipal Account (Attached)	
5.	MBD 4: Declaration of Interest (Attached)	
6.	MBD 9: Certificate of Independent Bid Determination. (Attached)	
7.	MBD 6.4: Local Content (Attached) (IF REQUIRED)	
8.	Certified Copy of BBBEE certificate.	
9.	Tax Clearance Certificate or pin number	
12.	All alterations have been signed.	
13.	Quotation is signed.	
14.	Affidavit Stipulating that Service provider is not an employee of the State	
15.	Professional Indemnity insurance	
16.	Empowerment and Transformation Plan	
17.	MBD 4, 8 and 9	
18.	Central Supplier Database Registration (CSD)	

SIGNATURE _____

NAME _____

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS, WILL LEAD TO DISQUALIFICATION

- 1. Valid Tax clearance or SARS Tax clearance pin number. Failure to provide the 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 proposal 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, 8 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4, 8 & 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**



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**SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION
SUBMITTED.**

**I HEREWITH CONFIRM THAT 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 I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

SIGNATURE _____

NAME _____



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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: _____



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JOBURG
PROPERTY COMPANY

SUPPLY CHAIN MANAGEMENT
P.O. BOX 31565
BRAAMFONTEIN
2017

VAT. NO: 4010194266

BIDDER:

TEL: _____

FAX: _____

Your Vendor Number With Us: _____

REQUEST FOR QUOTATIONS	
RFQ NUMBER	RFQ DATE
RFQ 91/2021/	12 May 2021
CONTACT PERSON	
NAME:	Thabani Dlamini
TEL/ CEL No:	010 219 9076

PLEASE NOTE THAT YOU MUST BE REGISTERED ON THE JPC SUPPLIER DATABASE

Submission Deadline: 18 May 2021

Submission Time: 10H30AM

VALIDITY OF RFQ: 30 DAYS

OFFICE USE ONLY:
PRICE/S TO BE VAT EXCLUSIVE

RFQ'S above R30 00 to a maximum of 50 000 000 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), as amended

Points will be allocated as follows:

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

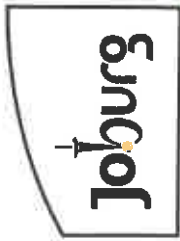


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6	6
7	4
8	2
Non-Compliant contributor	0



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SIGNATURE OF BIDDER	
CAPACITY	

PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.

REQUEST FOR QUOTATIONS (RFQ NUMBER): RFQ91/2021



SCOPE OF WORK:

REQUEST FOR QUOTATIONS FROM SPECIALISED ADVERTISING AGENCIES, NEWSPAPER AGENTS AND OTHER PARTIES FOR THE ISSUING OF AN ADVERTISEMENT IN THE STAR AND SOWETAN NEWSPAPERS ON BEHALF OF JPC.

THE NEWSPAPER ADVERT MUST BE ISSUED IN THE STAR AND SOWETAN NEWSPAPERS.

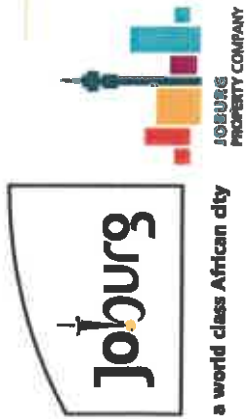
Kindly Provide quotations to JPC for consideration.

THE FOLLOWING DOCUMENTS ARE ATTACHED:

- 1. Copy of the Advert : Annexures "A"**
- 2. MBD 4, 8 and MBD 9 Forms**

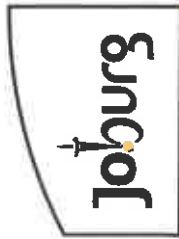
NB.

ALL BIDDERS MUST PLEASE MAKE SURE THAT THEY KNOW WHAT THEY ARE QUOTING FOR.



PRICING SCHEDULE

No	Services	Price per Item	Total Excluding VAT
1.	<ul style="list-style-type: none"> 1) 300 boxes of A4 white printing paper 2) 100 boxes slip binder for each size 6, 10, 15 3) 100 Staple remover 4) 200 A4 Quire counter Feint & Margin 192 		
SUBTOTAL:			
VAT:			



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	TOTAL:
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PLEASE NOTE THAT THE CONTRACT IS FOR A PERIOD OF TEN (10) DAYS.

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

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.

