



## CLOSED TENDER PROCESS

NAME OF SERVICE PROVIDER: \_\_\_\_\_

### REQUEST FOR QUOTATIONS FOR GOODS AND SERVICES AT JPC

N.B. THIS REQUEST FOR QUOTATIONS (RFQ) IS ONLY ISSUED TO SUB-CONTRACTORS APPROVED FOR INCLUSION IN THE JPC PANEL OF SUB-CONTRACTORS (POP 02/ 2018) UNDER THE FOLLOWING CATEGORY:

**Sub-Contractors with CIDB Grading #3 GB and 3 GB PE ONLY**

JPC requests your quotation on the goods and/or services attached 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	04 June 2020
CLOSING DATE	11 June 2020
CLOSING TIME	10H30AM (TELKOM TIME)
DEPARTMENT	Property Portfolio
CATEGORY	<b><u>Grade 3 GB and 3 GB PE ONLY</u></b>
PANEL NUMBER	<b>POP 02/2018</b>



<b>DESCRIPTION OF GOODS/SERVICES</b>	The Supply Chain Management Unit hereby requests proposals from Sub-Contractors on the panel of sub-contractors under POP 02 / 2018 for <b>Grade 3 GB and 3 GB PE ONLY to quote on the BOQ attached for Roodepoort Vehicle Testing Station</b> to be done at on behalf of the City of Joburg Property Company SOC Ltd (JPC).
<b>NON COMPULSORY BRIEFING SESSION</b>	N/A
<b>RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:</b>	<b>FROM:</b> The JPC Website – <a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a>
<b>COMPULSORY REQUIREMENTS</b>	<b>Submission of all required documents</b>
<b><u>SUBMISSION OF QUOTES:</u></b>	<b>1<sup>st</sup> Floor Forum 2, Braam Park 33 Hoofd Street Braamfontein 2017</b> <b>Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted</b>
<b>ENQUIRIES:</b>	<a href="mailto:amaistry@jhbproperty.co.za">amaistry@jhbproperty.co.za</a>



**N.B. Quotations submitted by Professionals or Service Providers not included in POP 02/2018- Panel of Sub Contractors will not be considered.**

**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) & JPC's Supply Chain Management Policies and Procedures.**

**The Client (JPC) will direct the Project Management fee allowed in the BOQ**

**The Client (JPC) will direct the Quantity Surveyor fee allowed in the BOQ**

**Contingency fees of 5% to be priced**

**JPC fee of 10% not to be priced**

**The appointed contractor must pay the above Project Management and Quantity Surveyor fee to the appointed Program Management Company**

**Project plan to be submitted together with the quotation**

**PROJECT TO BE COMPLETED BY 26 JUNE 2020**

**DUE TO THE CURRENT COVID 19 PANDAMIC JPC WILL ONLY PAY APPOINTED CONTRACTORS ON COMPLETION OF WORK.**



## CHECKLIST

RFQ/ RFP NR: \_\_\_\_\_

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

No	Details	1
1.	Certified Copy of Company Registration Document	
2.	Rates & Taxes Account for Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the Commissioner of Oaths/ Arrangements letter	
3.	Rates and Taxes Account for All the Directors of the Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the Commissioner of Oaths/ Arrangements letter	
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.	Valid Tax Clearance Certificate or Pin number	
10.	Empowerment Plan and employment statistics (youth, women and people with disabilities)	
11.	All alterations have been signed.	
12.	Quotation is signed	
13.	COID registration	
14.	UIF	
15.	Copies of ID's for the Directors or Members of the Entity	
16.	Copies of ID's for the employees of the Entity and employment contracts	
17.	Copies of pay slips for employees	



18.	Central Supplier Data Base registration (CSD)	
19.	CIDB Grading of 3 GB and 3 GB	
20	Construction program and cash flow	
21	Works Insurance and Public liability insurance	
22	Original Bank confirmation letter	

**SIGNATURE**\_\_\_\_\_

**NAME**\_\_\_\_\_



**PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION**

**1. Valid Original tax clearance.**

**Please note that copies of tax clearance certificates are not valid as per SARS and they will not be accepted by JPC. 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. 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. Alterations not signed for by the bidder will be disqualified.
10. UIF.
11. COIDA.
12. Professional Indemnity insurance
13. Copies of ID's for the Directors or Members of the Entity.
14. Copies of ID's for the employees of the Entity and employment contracts.
15. Central Supplier Data Base registration.
16. CIDB Grading of 3 GB 3 GB PE and ONLY.
17. Construction program and cash flow.
18. Works Insurance and Public liability insurance
19. Original Bank confirmation letter.
20. Affiliation / Registration with Professional bodies



**PLEASE NOTE THAT EVERY ITEM NEEDS TO BE PRICED AND ANY PRICE CHANGES WITHOUT A 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.***
10. **QUOTATIONS WILL BE DISQUALIFIED IF THE BIDDER DOES NOT PRICE ALL ITEMS LISTED ON THE BOQ.**



11. **AWARDED BIDDERS WILL BE MANAGED AND MONITORED BY A PROGRAMME MANAGER**
12. **BIDDERS TO ENSURE THAT THEY PRICE (INK) THE UNPRICED BOQ ATTACHED, RETYPED BOQ'S WILL BE DISQUALIFIED.**
13. **BIDDERS TO ENSURE CALCULATIONS ARE CORRECT TO AVOID DISQUALIFICATION**
14. **BIDDERS WHO QUOTE 5% BELOW JPC'S ESTIMATE WILL NOT BE CONSIDERED**
15. **BIDDER QUIOTATION RECEIVED THAT IS ABOVE JPC'S ESTIMATE WILL NOT BE CONSIDERED**
16. **BIDDER TO ENSURE THAT ALL REQUIRED LINE ITEMS ON THE BOQ ARE TO BE PRICED TO AVOID DISQULIFICATION**

**I HEREWITH CONFIRM THAT I 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 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:** \_\_\_\_\_

### SUPPLY CHAIN MANAGEMENT

P.O. BOX 31565  
BRAAMFONTEIN  
2017

VAT. NO: 4010194266/4760117194

**BIDDER:** \_\_\_\_\_

**TEL:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**Your Vendor Number With Us:** \_\_\_\_\_

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
RFQ	04 June 2020
CONTACT PERSON	
NAME:	Asogan Maistry
TEL No:	083 399 3582



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

Submission Deadline:	<u>11 June 2020</u>
Submission Time:	<u>10H30AM</u>
	<u> </u>

**VALIDITY OF RFQ: 30 DAY**

**OFFICE USE ONLY:**  
**PRICE/S TO BE VAT EXCLUSIVE**  
**Please deposit all quotation in the RFQ box as stipulated in the cover page**

RFQ'S above R30 000-00 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.

SIGNATURE OF BIDDER	
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CAPACITY	
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***PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.***

**REQUEST FOR QUOTATION (RFQ) NUMBER:**

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Quotations submitted by Professionals or Service Providers not included in POP 02/2018- Panel of Sub Contractors will not be considered.



**SPECIFICATIONS / SCOPE OF WORK:**

**Attached is an unpriced BOQ for repairs and maintenance at June 16 Memorial Museum which the Bidder needs to price. The Bidder is also requested to submit a quotation on the Bidders letter head. Bidders to ensure that every item is priced to prevent disqualification.**

**PRICE**

SUB-TOTAL		
VAT		

<b>TOTAL FOR ENTIRE PROJECT</b>		
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Quotations submitted by Professionals or Service Providers not included in POP 02/2018- Panel of Sub Contractors will not be considered.



ITEM NO.	DESCRIPTION	Quantity Required	Date required	Delivery Period / Lead time	Price (Excluding Vat)	Total (Excluding Vat)
1						
2						
<b>Grand Total</b>						

**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**

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

Quotations submitted by Professionals or Service Providers not included in POP 02/2018- Panel of Sub Contractors will not be considered.



**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.
6. All items listed needs to be priced to avoid disqualification.