



CLOSED TENDER PROCESS

NAME OF SERVICE PROVIDER: _____

REQUEST FOR QUOTATIONS FOR GOODS AND SERVICES AT JPC

PROBITY ADVISORS

c

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 | 10 June 2020 |
| CLOSING DATE | 17 June 2020 |
| CLOSING TIME | 10H30AM (TELKOM TIME) |
| DEPARTMENT | PROPERTY PORTFOLIO |
| CATEGORY | TOWN PLANNER |
| DESCRIPTION OF GOODS/SERVICES | <p>The Supply Chain Management Unit hereby requests proposals for the appointment of a Town Planner to do the following:</p> <p>TOWNSHIP ESTABLISHMENT PROCESS TO BE UNDERTAKEN ON PORTION 2 OF THE FARM ROBINSON DEEP NO. 81 IR AND PORTION 125 OF THE FARM BOOYSENS ESTATE NO. 98 IR FOR THE HOUSING OF ALTERNATIVE WASTE TREATMENT PROJECTS AND EXTENSION OF THE ROBINSON LANDFILL SITE</p> |



| | |
|---|---|
| ATTENDANCE OF A COMPULSORY OR NON COMPULSORY SITE BRIEFING SESSION | N/A |
| RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM: | The JPC Website – www.jhbproperty.co.za |
| COMPULSORY REQUIREMENTS | Submission of all required documents |
| <u>SUBMISSION OF QUOTES:</u> | <p>1st Floor Forum 2, Braam Park 33 Hoofd Street Braamfontein 2017</p> <p>Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted</p> |
| ENQUIRIES: | stshabalala@jhbproperty.co.za |

REPORTING

- 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.
- No late quotations will be considered. It is recommended that bids be submitted the day prior to the closing date as JPC will not approve any request for condonation of late submissions due to any unforeseeable reason resulting in such late submissions.
- City of Joburg Property Company (SOC) Ltd reserves the right not to accept any quotation/accept part of the quotation, or to withdraw the call for quotations



CHECKLIST

RFQ/ RFP NR: _____

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

| No | Compliance Documents | Y/N |
|----|---|-----|
| 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 & 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 of Members of the Entity | |
| 16 | Copies of ID's for the employees of the Entity and employment contracts | |



| No | Compliance Documents | Y/N |
|----|---|-----|
| 17 | Copies of pay slips for employees | |
| 18 | Central supplier data base registration (CSD) | |
| 19 | Construction program and cash flow | |
| 20 | Works Insurance and Public liability insurance | |
| 21 | Original Bank confirmation letter | |
| 22 | Company registration documents | |
| 23 | Affiliation / Registration with Professional bodies | |
| 24 | Professional Indemnity insurance | |
| 25 | FINANCIAL OFFER | |

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.**
- 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. Construction program and cash flow.**
- 17. Works Insurance and Public liability insurance**
- 18. Original Bank confirmation letter.**
- 19. Affiliation / Registration with Professional bodies**



PLEASE NOTE THAT 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

NAME _____ **SIGNATURE** _____



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 AUTOMATICALLY BE DISQUALIFIED.**

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

NAME _____ **SIGNATURE** _____



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**

| REQUEST FOR QUOTATIONS | |
|------------------------|-------------------|
| RFQ NUMBER | RFQ DATE |
| RFQ | 10 June 2020 |
| CONTACT PERSON | |
| NAME: | Sizeka Tshabalala |
| TEL No: | 010) 219 9094 |

BIDDER: _____

YOUR VENDOR NUMBER WITH US: _____

TEL: _____ **CEL:** _____

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

Submission Deadline: 17 June 2020

Submission Time: 10:30 am Telkom time

VALIDITY OF RFQ: 30 DAYS



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 to a maximum of R50 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.

EVALUATION CRITERIA

Quotations will be evaluated using a one stage evaluation process as follows:

STAGE 1 (PRICE AND BBB-EE STATUS LEVEL OF CONTRIBUTION)

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid



POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

Points will be allocated as follows:

| | |
|---|--|
| 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 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-Compliant contributor | 0 |



| | |
|---------------------|--|
| SIGNATURE OF BIDDER | |
| CAPACITY | |

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

REQUEST FOR QUOTATION (RFQ) NUMBER:

SPECIFICATIONS / SCOPE OF WORK:

PURPOSE OF THE RFQ

The purpose of the RFQ is to request the appointment of a service provider to undertake the township establishment over Portion 2 of the Farm Robinson Deep NO. 81 IR and Portion 125 of Farm Booyens Estate No. 98 IR for the housing of an alternative Waste Treatment Projects and the extension of the Robinson Landfill site

SCOPE OF WORK.

The scope of work will include the following:

| Professional Body | Service/Deliverables | Purpose |
|--|---|--|
| Phase 1 IDENTIFICATION OF AND CONSULTATION WITH RELEVANT STAKEHOLDERS Town Planner | Stakeholder identification and consultation | Alleviation of future unintended problems on the proposed use , enhance community participation and garner support/buy-in from the (approving) government bodies |
| | Township Establishment application | Preparation of the Township Establishment Application, excision, determination of and removal of restrictive conditions (if any);. |
| Phase 2 DEVELOPMENT OF BUSINESS CASE | Geotech Report | Soil study to establish soil suitability and ability to carry the proposed waste management activities. |



| | | |
|---|---|---|
| EAP's (<i>Environmental Assessment Practitioners</i>) | Environmental Impact Assessment and Environmental Plan; Ecological, Heritage Studies and Vegetation Studies | To determine whether the activity is subject to a <i>basic assessment</i> or a <i>full scoping report</i> . |
| | Specific Land Uses and size of for the proposed Township | |
| PHASE 3 : IMPLEMENTATION PLAN Land Surveyor | Layout Plan of the Township | Contours Report; pegging of the sub-division and submission to the Surveyor- General Site analysis, layout design and engagements with the approving bodies; and disbursements |
| | Sub-division of sites and Land Use Plans | |
| | Pegging and registration of sites | |
| | Opening of Township Register | |
| | Services Plan and Storm water plan; | Layout Design of the Storm Water and Wetland Report |
| | Traffic Impact Study | Geometric design, traffic count, study and recommendations of the access and exit determinations |
| | Infrastructure Services Report | Study the proposed development and determine the infrastructure services required. |



The Bidder must include all chargeable items and disbursements of executing the Town Planning services required on the tender in the table below:

| ITEM NO. | DESCRIPTION | Quantity Required | Date required | Delivery Period / Lead time | Unit Price (Excluding Vat) | Total (Excluding Vat) |
|--------------------|-------------|-------------------|---------------|-----------------------------|----------------------------|-----------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Grand Total | | | | | | |

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



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



MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state ☐.

☐ MSCM 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. 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 and/or take an oath declaring his/her interest.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state

YES / NO

3.6.1 If so, furnish particulars.

.....
.....



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

YES / NO

3.7.1 If so, furnish particulars.

.....
..... 2

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.8.1 If so, furnish particulars.

.....
.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars

YES / NO

.....
.....

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

YES / NO

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, **YES / NO**

managers, principle shareholders or stakeholders in service of the state?

3.11.1 If so, furnish particulars.

.....
..... 3



3.12 Full details of directors / trustees / members/ shareholders

| Full Name and Surname | Identity Number | State Employee Number |
|-----------------------|-----------------|-----------------------|
| | | |
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CERTIFICATION

I, THE UNDERSIGNED (NAME)

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.
I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature Date

.....
Position Name of Bidder



CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) 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 MBD 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 (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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



MBD 9

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.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



MBD 9

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.

.....
Signature

.....
Date

.....
Position Name of Bidder