

## OPEN REQUEST FOR QUOTATION (RFQ) PROCESS

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

### REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR JPC

JPC requests your proposals on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your proposals on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

<b>DATE OF ADVERT</b>	<b>22 APRIL 2021</b>
<b>CLOSING DATE</b>	<b>30 APRIL 2021</b>
<b>RFQ NUMBER:</b>	<b>57/2021</b>
<b>BUILDING</b>	<ul style="list-style-type: none"> <li>CJ CRONJE BUILDING 80 LOVEDAY ST,</li> </ul>
<b>DESCRIPTION OF GOODS/SERVICES</b>	REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR PEST CONTROL SERVICES AT CJ CRONJE BUILDING, FOR A PERIOD OF THREE(03) MONTHS
<b>SCOPE OF WORK AND BACKGROUND</b>	
<p>The following services are requirement and regulated by the Occupational Health and Safety Act 85 of 1993 and the Fertilizers, Farm Feeds, Agricultural Remedies and stock Remedies Act 26 of 1947,The pest control services are to be executed monthly or as required in all area of the building to prevent infestation of rodents and insects</p> <p>The pest control services are required to eliminate and/or prevent pest issues that might cause infestation and diseases to staff based in the building</p>	

<b>RFQ SPECIFICATION FORMS/ DOCUMENTS WERE SENT VIA EMAIL</b>	<p>The JPC Website – <a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a> and JPC Notice Board</p> <p>OR</p> <p>FROM                    3<sup>st</sup> Floor, Forum 1 Braam Park 33 Hoofd Street Braamfontein 2017</p>
<p><b><u>COMPULSORY REQUIREMENTS</u></b></p> <p>The Assigned technicians/operators of the successful service provider must be registered and possess a valid Pest Control Operators/s License (structural pest control) in terms of section 10 of the Pest Control Operators Regulation – Act 36 of 1947</p> <p>The technicians who will be assigned to the site must also be registered and possess valid Pest Control Operation Licenses (structural pest control)</p> <p><b>Submission of all required documents</b></p> <ul style="list-style-type: none"> <li>➤ Valid VAT</li> <li>➤ Valid CSD Central Supplier Database</li> <li>➤ Pest Control Operators/s License</li> <li>➤ Service provider must 100 % black owned</li> <li>➤ MSDS Sheet for Chemicals used</li> </ul> <p><b>Failure to attached the required document will result in automatically disqualified</b></p>	
<p><b><u>SUBMISSION OF QUOTES:</u></b></p>	<p>3<sup>st</sup> Floor Forum 3, Braampark 33 Hoofd Street Braamfontein 2017</p> <p>Submissions must be deposited into the RFQ Box at the Reception area. No emailed submissions will be accepted.</p>
<p><b>TIME: CLOSING DATE</b></p>	<p><b>30 APRIL 2021 10:30</b></p>
<p><b>ENQUIRIES:</b></p>	<p><b>Alan Mcellan 082 464 9573</b></p>

Proposals 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 & JPC's Supply Chain Management Policies and Procedure

### CHECKLIST

SCM NO: **RFQ49/2021**

**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 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.	MBD 4: Declaration of Interest (Attached)	
5.	MBD 9: Certificate of Independent Bid Determination. (Attached)	
6.	Certified Copy of BBBEE certificate.	
7.	Valid Tax Clearance Certificate or Pin number	
8.	Empowerment Plan and employment statistics (youth, women and people with disabilities)	
9.	All alterations must be signed.	
10.	Quotation is signed	
11.	UIF	
12.	Copies of ID's for the Directors or Members of the Entity	
13.	Copies of ID's for the employees of the Entity and employment contracts	
14.	Central Supplier Data Base registration (CSD)	

**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. Professional Indemnity insurance
12. Copies of ID's for the Directors or Members of the Entity.
13. Copies of ID's for the employees of the Entity and employment contracts.
14. Central Supplier Data Base registration.

**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**

**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**\_\_\_\_\_

## 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

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

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

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

**Your CSD Number with Us:** \_\_\_\_\_

REQUEST FOR QUOTATIOSS	
RFQ NUMBER	RFQ DATE
RFQ49/2021	22 APRIL 2021
CONTACT PERSON	
NAME:	Alan Mcellan
TEL No:	082 464 9573

**Submission Deadline:** 30 APRIL 2021  
**Submission Time:** 10H30AM

**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.

Points will be allocated as follows:

<b>Price</b>	<b>80</b>
<b>Points for B-BBEE (Max of 20):</b>	<b>20</b>
<b>B-BBEE status Level of Contributor</b>	<b>Number of Points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0





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

**SPECIFICATIONS / SCOPE OF WORK:**

**REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR PEST CONTROL SERVICES AT VARIOUS CORPORATE BUILDINGS AS PER THE SCOPE BELOW FOR A PERIOD OF THREE (3) MONTHS**

**SPECIFICATION**

Fumigation Type
Spraying of odourless insecticides or other recommended treatment methods in all areas inside building
Supply and service of bait boxes for offices (inside building)
Supply and service of bait boxes for exterior of building

CJ CRONJE			SITE AREA: 7 025 m2		
ITEM NO	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
1	Estimated Pest Control Price for Entire Site	M2	7 025		
2	Rodent Tamper Proof Boxes	N/A	45*		
3	Cardboard Bait Boxes	N/A	291*		

**\*All these figures are estimates and to be confirmed on site during installation.**



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**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.

Vendors not registered for Value Added Tax with SARS will be treated