



## 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 RE-ADVERT</b>	10 DECEMBER 2020
<b>CLOSING DATE</b>	17 DECEMBER 2020
<b>RFQ NUMBER:</b>	109/2020
<b>BUILDING</b>	ENNEDALE CIVIC CENTRE
<b>OPEN TO</b>	CENTRAL SUPPLIER DATABASE (CSD)
<b>DESCRIPTION OF GOODS/SERVICES</b>	REQUEST FOR S SERVICE PROVIDER FROM CENTRAL SUPPLIER DATABASE (CSD) FOR REPAIRS AND / OR REPLACEMENT OF SEVERAL FLUORESCENT TUBES AT ENNERDALE CIVIC CENTRE
<b><u>SCOPE OF WORK</u></b>  <b><u>Repair and Replace of the following:</u></b> <ul style="list-style-type: none"><li>➤ Fluorescent Light fitting</li><li>➤ Replacement of globes</li></ul>	
<b>RFQ SPECIFICATION FORMS/ DOCUMENTS WERE SENT VIA E-MAIL</b>	The JPC Website – <a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a>  OR  FROM 3 <sup>st</sup> Floor, Forum 1 Braam Park 33 Hoofd Street Braamfontein 2017



<b>Compulsory Site Tour</b>	Robert Makhalema 083 421 4347 Time 12:00am Ennerdale Civic Centre 14 December 2020
<b><u>SUBMISSION OF QUOTES:</u></b>	<b>Submissions must be deposited into the RFQ Box at the Reception area. No emailed submissions will be accepted.</b>
<b>TIME: CLOSING DATE</b>	<b>10:30 17 December 2020</b>
<b>ENQUIRIES:</b>	Robert Makhalema 083 421 4347

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 Procedures.



## CHECKLIST

RFQ NR: 109/2020

**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 OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS	
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	
12.	All alterations have been signed.	
13.	Quotation is signed.	

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

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



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

**1. Valid Tax clearance or SARS pin number**

Please note that copies of tax clearance certificates or SARS pin numbers are not valid as per SARS and they will not be accepted by JPC. 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 & 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. 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: 4010194266/4760117194**

**BIDDER:**

**TEL:**

**FAX:**

**Your Vendor Number With Us:**

**REQUEST FOR QUOTATION**

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
RFQ109/2020	10 DECEMBER 2020
CONTACT PERSON	
NAME:	Robert Makhalema
TEL No:	083 421 4347

**Submission Deadline:**

**17 DECEMBER 2020**

**Submission Time:**

**10H30AM**

**VALIDITY OF RFQ: 30 DAYS**

**OFFICE USE ONLY:**  
**PRICE/S TO BE VAT EXCLUSIVE**

**Please submit all Quotations to the fax number stated above**

RFQ'S below 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>Points for price:</b>	<b>80</b>
<b>Points for B-BBEE (Max of 20):</b>	<b>20</b>
<b>B-BBEE Status Level Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	16
4	12
5	8





6	6
7	4
8	2
Non-compliant contributor	0
<b>Maximum</b>	<b>20</b>



SIGNATURE OF BIDDER	
CAPACITY	

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



**SCOPE OF WORK:**

**AS PER ATTACHED**

ITEM NO.	DESCRIPTION	Quantity Required	Date required	Delivery Period / Lead time	Price (Excluding Vat)	Total (Excluding Vat)
1	THE QUOTATION NEEDS TO BE ON THE COMPANY LETTER HEAD AND SIGNED					
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.**



### **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.