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City of Joburg Property Company SOC Ltd.  
Supply Chain Management

## CLOSED TENDER PROCESS

**N.B. THIS REQUEST FOR QUOTATIONS (RFQ) IS ONLY ISSUED TO CONTRACTORS APPROVED FOR INCLUSION IN THE JPC PANEL OF SUBCONTRACTORS (POP02/2018) UNDER THE FOLLOWING CATEGORY:**

### **ELECTRICAL- CIDB GRADING CERTIFICATE OF 1EB or 1EB PE**

N.B. Proposals submitted by Contractors not included in POP 02/2018- Panel of Subcontractors under the categories of CIDB certificate of 1EB or 1EB PE only will not be considered.

NB: Please note that quotations submitted by Joint Ventures or Consortiums will not be considered.

**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	10 December 2020
DEPARTMENT	JPC(FMM)
RFQ NUMBER:	RFQ064/2020



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<b>DESCRIPTION OF GOODS/SERVICES</b>	<b>Supply Chain Management unit hereby requests quotations from Specialised Electrical Contractors on POP 02/2018 for the emergency electrical repair and maintenance works(supply and installation of several fluorescent tubes and globes) at the Faraday Market on behalf of JPC</b>
<b>SCOPE OF WORK</b>	<p><b>Emergency electrical repair and maintenance works(supply and installation of several fluorescent tubes and globes</b></p> <p><b>The numbers of fluorescent tubes and globes will be verified and confirmed on site</b></p>
<b>RFP SPECIFICATION FORMS/ DOCUMENTS WERE ISSUED ON THE JPC WEBSITE AND NOTICE BOARD</b>	<b>Issued on the JPC Website and notice board</b>
<b>COMPULSORY REQUIREMENTS</b>	<p><b>Submission of all required documents</b></p> <ol style="list-style-type: none"> <li><b>1. Attendance of a compulsory briefing session.</b></li> <li><b>2. CIDB Certificate of 1EB or 1EB PE</b></li> </ol> <p><b>Failure to submit the above will result in a disqualification</b></p>
<b>DATE AND TIME OF THE COMPULSORY BRIEFING SESSION</b>	<b>15 December 2020 at 10h30</b>



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<b>VENUE OF THE COMPULSORY BRIEFING SESSION</b>	<b>Faraday Market ( contact Emanuel Beans ) 060 997 7149- CNR Eloff and Wemmer Street</b>
<b><u>SUBMISSION OF QUOTATIONS:</u></b>	<b>City of Joburg Property Company SOC Ltd (JPC) 33 Hoofd Street, Forum 1, Ground Floor , Braam Park Braamfontein 2017</b>  <b>Submissions must be deposited into the RFQ Box at Forum I, Ground Floor , Braam Park, Braamfontein</b>  <b>No emailed submissions will be accepted.</b>
<b>CLOSING DATE: CLOSING TIME:</b>	<b>17 December 2020 10h30 (Telkom Time)</b>
<b>ENQUIRIES:</b>	<b>tenders@jhbproperty.co.za</b>

**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:      RFQ 064/2020**

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



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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	
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	
10.	All alterations have been signed.	
11.	Quotation is signed.	
12.	Cash Flow and Project Plan	
13.	Affidavit Stipulating that Service provider is not an employee of the State	
14.	Empowerment and Transformation Plan	
15.	MBD 4, 8 and 9	
16.	List of employees, ID numbers and contracts of employment	
17.	Central Supplier Database Registration (CSD)	
18.	CIDB Grading Certificate of to 1EB or 1EB PE	

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

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



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**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.**



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

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

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

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



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## 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.**



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**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 Vendor Number With Us:**

**REQUEST FOR QUOTATIONS**

REQUEST FOR QUOTATIONS	
RFQ NUMBER	RFQ DATE
RFQ 064/2020	10 December 2020
CONTACT PERSON	
NAME:	Emmanuel Beans
TEL/ CEL No:	060 997 7149

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

**Submission Deadline:** **17 December 2020**

**Submission Time:** **10h30 (Telkom TIME)**

**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



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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 of 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



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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 QUOTATIONS (RFQ NUMBER):** RFQ064/2020



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### **SCOPE OF WORK**

Supply Chain Management unit hereby requests quotations from Specialised Electrical Contractors on POP 02/2018 for the emergency electrical repair and maintenance works (supply and installation of several fluorescent tubes and globes) at the Faraday Market on behalf of JPC.

The numbers of fluorescent tubes and globes will be verified and confirmed on site.

Kindly Provide quotations to JPC for consideration.



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***THE FOLLOWING DOCUMENTS ARE ATTACHED:***

- 1. MBD 4, 8 and MBD 9 Forms**

***NB.***

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

***THE APPOINTED CONTRACTOR IS EXPECTED TO EXECUTE WORKS DURING WORKING HOURS***

***PLEASE NOTE THAT THE CONTRACT IS FOR A PERIOD OF ONE (01) WEEK.***



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### **PRICING SCHEDULE**

<b>DESCRIPTION</b>	<b>NUMBER OF ITEMS</b>	<b>PRICE</b>
Supply and installation of several fluorescent tubes and globes		
		<b>VAT</b>
		<b>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**



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### **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.