



CLOSED REQUEST FOR QUOTATION 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 SUBCONTRACTORS APPROVED FOR INCLUSION IN THE JPC PANEL OF SUBCONTRACTORS (POP 02/ 2018) UNDER THE FOLLOWING CATEGORY: **STRICTLY 1GB ME AND ABOVE**

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
CLOSING DATE	17 DECEMBER 2020
CLOSING TIME	10H30 (TELKOM TIME)
RFQ NUMBER	RFQ108/2020
BUILDING	LENASIA COROBRICK BUILDING
PANEL NUMBER	POP02/2018 PANEL OF SUBCONTRACTORS
DESCRIPTION OF GOODS/SERVICES	REQUEST OF ELECTRICAL CONTRACTOR FROM JPC PANEL OF SUB-CONTRACTORS (POP 02/2018) AT LENASIA COROBRICK BUILDING
<u>SCOPE OF WORKS</u> Bill Of Quantities as per the following list 1) Repair/ Replace, as indicated 2) Supply and fit, as indicated 3) Supply only to specified items, as indicated	

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.



Roof Repairs Council Chamber Area

- Repairs to minor roof leaks 3 square metres on far side of Chamber closest to old mining area
- Replace four suspended ceiling boards in Council Chamber damaged by the leaking roof.

Reception area

- Supply and fit one trellidoor size 2970mm x 2200mm x 1675mm door opening to make a double door of 835mm each
- Supply and fit one trellidoor size 2630mm x 1100mm- single door
- Supply and fit one trellidoor size 2630mm x 1330mm- single door

Server room 1st floor (locks to be supplied and fitted)

- 1 x new Barrel lock set
- Supply Two x 50mm pad locks
- Fit 2 pad locks inside N/D room burglar frame

N/D room downstairs

- Supply Two 50mm Pad locks
- Replace One broken window pane 1435mm X 480mm
- **Supply and fit 10 Security locks (Elzette)**

Human Resources/Council Chamber area

- Supply and fit 20 new 4 lever Union Mortise lock sets
- Supply and fit two new cylinder barrel locks on aluminium War Room door
- Supply and fit 1 Barrell bolt to Burglar gate at main entrance towards Council Chamber area

Server room 1 down stairs (burglar proof door and locks required)

- Repair and replace one burglar proofing gate and repaint Size: 2060mm x 855mm
- Supply and fit one new burglar proofing gate lock with 3 keys
- Replace window one Size: 940mm x 740mm

Server room 2 down stairs (burglar proof door required)

- Supply, fit and paint (to match other burglar gates) one new burglar proofing gate and frame: size 2050mm x 870mm
- Supply and fit 2 x 50mm pad locks on burglar gate

Passage Leading from Council Chamber into building (Emergency Exit)

- Supply and fit one new Fire Escape door with the necessary Emergency Exit in place of the damaged aluminium door in passage leading from the Council Chamber passage into the building



- Supply and fit one new Burglar proofing gate, frame, lock and paint Size: 2120mm x 930mm

Toilets

- Replace two Cisterns top flush bottom feeder
- Replace 5 toilet sets.
- Service and repairs to 6 urinal flushmaster kits

Boom Gates

- Service and repairs to 2 existing Centurion Boom Gates
- Replace two damaged aluminium boom poles.

Electrical

- Supply and install 6 new Double Decorative light fittings in passages at printing works and Human Resources
- Repairs to 10 fluorescent fittings throughout the building with blown balasts and fit 20 new 5 feet LED fluorescent tubes instead of replacing balasts.
- Supply and fit 25 new 5 feet Fluorescent tubes throughout building.
- Supply and fit 50 new LED Downlights in Council Chamber and Regional Directors office
- Repairs to one circuit breaker at HR Passage
- Repairs to one circuit breaker at Printing Room Passage
- Repair or replace one light switch and lights in ground floor safe. (Bessie Daniels holds keys)
- Supply and install 6 new plugs with all wiring in council chamber and connect to circuit breaker
- Supply one new circuit breaker and connect the six new plugs

Appointed contractor should have provide COC compliance on completion of repair done

COMPULSORY BRIEFING SESSION

TIME:10:00
Address : K43 Highway Road Lenasia South East)
Date: 15 December 2020
Failure to attend the briefing session will result in automatically disqualification



RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	www.jhbproperty.co.za
COMPULSORY REQUIREMENTS	Submission of all required documents
<u>SUBMISSION OF QUOTES:</u>	<p>1st Floor Forum 2, Braampark 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:	Robert Makalima 083 421 4347

N.B. Quotations submitted by Service Providers not included in POP 02/2018- Panel of Subcontractor specify grading 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.

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.



CHECKLIST

SCM NO: RFQ108/2020

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 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.	MBD 6.4: Local Content (Attached) (IF REQUIRED)	
7.	Certified Copy of BBEE certificate.	
8.	Valid Tax Clearance Certificate or Pin number	
9.	Empowerment Plan and employment statistics (youth, women and people with disabilities)	
10.	All alterations must be signed.	
11.	Quotation is signed	
12.	UIF	
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 (CSD)	
16.	Works Insurance and Public liability insurance	
17.	Affiliation / Registration with Professional bodies	
18.	Professional Indemnity	

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.



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.
15. Works Insurance and Public liability insurance
16. 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



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 QUOTATION

RFQ NUMBER

RFQ DATE

RFQ108/2020

10 DECEMBER 2020

CONTACT PERSON

NAME:

Robert Makalima

TEL No:

083 421 4347

Submission Deadline:

17 December 2020

Submission Time:

10H30AM

VALIDITY OF RFQ: 30 DAY

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.



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:

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

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City of Joburg Property Company SOC Ltd.
Supply Chain Management

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: RFQ108/2020

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SPECIFICATIONS / SCOPE OF WORK:

- a) See above

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.



PRICE

	SUB-TOTAL		
	VAT		
	TOTAL FOR ENTIRE PROJECT		

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

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2						
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 vendors.

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.