

## OPEN 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 PROFESSIONAL QUANTITY SURVEYORS**

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.

<b>DATE OF ISSUE</b>	11 December 2020
<b>CLOSING DATE</b>	18 December 2020
<b>CLOSING TIME</b>	10H30 (TELEKOM TIME)
<b>RFQ NUMBER</b>	<b>RFQ 110/2020</b>
<b>BUILDING</b>	RANDBURG DLTC
<b>PANEL NUMBER</b>	N/A
<b>DESCRIPTION OF GOODS/SERVICES</b>	1. APPOINTMENT OF A PROFESSIONAL QUANTITY SURVEYOR TO COMPILE MARKET RELATED PRICING BOQ TO INCLUDE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING, LABOUR AND PROFIT ON THE BILLS OF QUANTITIES FOR REPAIR AND MAINTENANCE AT RANDBURG DLTC
<b><u>SCOPE OF WORKS</u></b> The bidder will be required to conduct conditional assessment, draw up bill of quantities, specification and scope of work. Consultant is expected to provide separate copies of both a priced BOQ with market related cost estimates and unpriced BOQ which includes supply, delivery, and installation, commissioning and labour. In addition the bidder in this RFQ is to price their cost for compiling the market related pricing of the repairs and maintenance at Randburg DLTC. <b>NB.</b> <b>BIDDER ARE TO QUOTE IN ZAR (RANDS) AND NOT PERCENTAGE. BIDDERS QUOTING IN PERCENTAGE WILL BE DISQUALIFIED.</b>	
<b>COMPULSORY BRIEFING SESSION</b>	N/A

<b>RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:</b>	<a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a>
<b>COMPULSORY REQUIREMENTS</b>	Submission of all required documents
<b>PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT</b>	<p>The bidding entity must be an QSE;</p> <p>NB: A bid that fails to meet any pre-qualification criteria stipulated above is an unacceptable bid and as such will not be evaluated.</p>
<b>DISQUALIFICATION CRITERIA</b>	<ul style="list-style-type: none"> <li>➤ Non-signature and non-commissioning of the declaration of the bidder's past Supply Chain Practices in JPC's MBD 8 and the Bid Submission in JPC's MBD 4</li> <li>➤ Certificate of Independent Bid Determination in MBD 9</li> <li>➤ In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit a JV / Consortium agreement</li> <li>➤ Bidders that submit quotations in percentage will be disqualified</li> </ul> <p>In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit a JV / Consortium agreement</p> <p>NB: Failure to comply with the above will result in the bid not being evaluated for Stage 1</p>

<b><u>SUBMISSION OF QUOTES:</u></b>	<p>1<sup>st</sup> Floor Forum 1, Braampark 33 Hoofd Street Braamfontein 2017 Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted</p>
<b>ENQUIRIES:</b>	<p><b>Asogan Maistry</b> 010 219 9162 <a href="mailto:amaistry@jhbproperty.co.za">amaistry@jhbproperty.co.za</a></p>

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.

## CHECKLIST

SCM NO: RFQ 110/2020

**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 BBBEE 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	

**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. ***On award the bidder has 5 days to complete the required task***
10. ***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
RFQ 110/2020	11 December 2020
CONTACT PERSON	
NAME:	Asogan Maistry
TEL No:	010 219 9162

**Submission Deadline:**

**18 December 2020**

**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.

**EVALUATION CRITERIA**

**STAGE 1: Technical Evaluation (Functionality)**

Quotations will be evaluated using a two-stage evaluation process.

ITEM	QUALITY CRITERIA	SUB - CRITERIA	POINTS
01	Approach paper which responds to the proposed scope of work/project design and outlines proposed approach/ methodology and work plan	<b>PROPOSED METHODOLOGY AND APPROACH (MAXIMUM POINTS = 20)</b> <b>Points will be scored on the following basis</b> <ul style="list-style-type: none"> <li>Detailed plan approach that the tenderer intends to follow with regards to the professional services required in terms of market relatedness of prices in the attached BOQ. = 10 points</li> <li>Work plan with miles stone = 5 points</li> <li>Provide a detailed project risk analysis = 5 point</li> </ul>	20
02	Company experience with respect to specific aspect of the project/comparable projects	<b>COMPANY EXPERIENCE (MAXIMUM POINTS = 20)</b> <b>NUMBER OF PREVIOUSLY COMPLETED CONSULTING SERVICES OF SIMILAR NATURE BY THE BIDDING ENTITY.</b> <b>Points will be scored on the following basis:</b> <ul style="list-style-type: none"> <li>10 years and above rendered Consulting Services since inception of the firm = 20 points</li> <li>5 -10 rendered Consulting Services since inception of the firm = 15 points</li> <li>0-5 rendered Consulting Services since inception of the firm = 10 points</li> </ul> <b>NB: BIDDER TO ATTACH A LIST OF SIMILAR OR RELATED COMPLETED PROJECT WITH APPOINTMENT LETTERS, FAILURE TO ATTACH WILL RESULT IN 0 POINTS</b>	20

03		<p><b>COMPANY REFERENCES (MAXIMUM POINTS = 20)</b></p> <p>Provide company experience with references and signed letters from clients including the client letterhead.</p> <ul style="list-style-type: none"> <li>• 10 and above rendered Consulting Services since inception of the firm = 20 points</li> <li>• 5 -10 rendered Consulting Services since inception of the firm = 15 points</li> <li>• 0-5 rendered Consulting Services since inception of the firm = 10 points</li> </ul> <p><b>NB: BIDDER TO ATTACH SIGNED LETTER OF REFERENCE FROM CLIENT ON CLIENT'S LETTER HEAD AND SHOULD REFLECT:</b></p> <p><b>-NAME OF PROJECT</b>  <b>-PROJECT DURATION (START AND COMPLETION DATE)</b>  <b>- PROJECT COMPLETION CERTIFICATES</b></p>	20
04	Experience of key staff (assigned personnel) in relation to the scope of Work	<p><b>KEY PERSONNEL EXPERIENCE AND QUALIFICATIONS (MAXIMUM POINTS = 30)</b></p>	
		<p>1. Qualification (including Pr. number) and experience of project manager (Quantity Surveyor or Technologist with 10 or more years of experience)</p> <ul style="list-style-type: none"> <li>• 10 years and above = 10 points</li> <li>• 5 to 9 years = 8 points</li> <li>• 1 to 5 years = 5 points</li> </ul>	10
		<p>2. Qualification (including Pr. number) and experience of design engineer (Quantity Surveyor or Technologist with 8 or more years of experience)</p> <ul style="list-style-type: none"> <li>• 10 years and above = 10 points</li> <li>• 5 to 9 years = 8 points</li> <li>• 1 to 5 years = 5 points</li> </ul>	10
		<p>3. Qualification and experience of Junior Quantity Surveyor /Technician (Junior Quantity Surveyor or Building Technician with more than 10 years of experience) and Professional registration</p> <ul style="list-style-type: none"> <li>• 10 years and above = 10 points</li> <li>• 5 to 9 years = 8 points</li> <li>• 1 to 5 years = 5 points</li> </ul> <p><b>NB: BIDDER TO ATTACH CERTIFIED COPIES OF THE VALID PROOF OF REGISTRATION, CONFIRMATION OF</b></p>	10

		<b>GOOD STANDING. FAILURE TO ATTACH WILL RESULT IN 0 POINTS</b>	
<b>05</b>		<b>Locality of operational office (10 points)</b> <b>Points will be scored on the following basis:</b> <ul style="list-style-type: none"> <li>- Within City of Johannesburg Metropolitan Municipality (10)</li> <li>- Gauteng province (5)</li> <li>- Outside Gauteng Province (3)</li> </ul> <b>NB: BIDDER SHALL ATTACH UP TO DATE MUNICIPAL ACCOUNTS / STATEMENTS FOR THE COMPANY (NOT OLDER THAN 3 MONTHS). IN CASE WHERE A BIDDER IS A LESSEE, A CERTIFIED COPY OF VALID LEASE AGREEMENT. IF NO DOCUMENTS ARE SUBMITTED, 0 POINTS WILL BE AWARDED</b>	<b>10</b>
		<b>TOTAL EVALUATION POINTS</b>	<b>100</b>

## **STAGE 2 (PRICE AND B-BBEE STATUS LEVEL OF CONTRIBUTION)**

### **POINTS AWARDED FOR PRICE**

#### **THE 80/20 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:

<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

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

Item No	Description	Unit	Quantity	Rate	Amount
1.2	All inclusive time based fees for <b>investigations / Conditional assessment</b> (Pr Quantity Surveyor or Technologist)	Prov Sum	-	-	
1.3	All inclusive time based fees for <b>Compilation of scope of work and Specification</b> (Pr Quantity Surveyor or Technologist)	Hours	16.00		
1.3	All inclusive time based fees for <b>Compilation of Priced Bill of Quantities</b> (Pr Quantity Surveyor or Technologist)	Hours	16.00		
<b>SUB TOTAL PRICE</b>					
<b>VAT (15%)</b>					
<b>GROSS 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.