

CLOSED RFQ PROCESS

NAME OF SERVICE PROVIDER: _____

REQUEST FOR QUOTATIONS FOR GOODS AND SERVICES AT JPC

N.B. THIS REQUEST IS FOR QUOTATIONS (RFQ) FOR CONTRACTORS ON THE JPC'S PANEL OF SUBCONTRACTORS (POP 02/2018)

CONTRACTORS NOT ON THE JPC'S PANEL OF SUB-CONTRACTORS WILL NOT BE CONSIDERED

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	16 APRIL 2021
CLOSING DATE	23 APRIL 2021
CLOSING TIME	10H30 (TELKOM TIME)
RFQ NUMBER	RFQ 006/2021
JPC DEPARTMENT	FACILITIES MANAGEMENT
DESCRIPTION OF GOODS/SERVICES AND SCOPE OF WORK	<p>REQUEST FOR QUOTATIONS FROM CONTRACTORS ON JPC'S PANEL OF SUB-CONTRACTORS (POP 02/2018) WITH 1GB / 1GB PE CIDB GRADING ONLY FOR THE SUPPLY, DELIVER, REPAIR AND INSTALLATION OF THE FOLLOWING:</p> <p>Repairs to GCFO's office</p> <ol style="list-style-type: none"> 1. The toilet in the GCFO Office Suite is leaking 2. 100 x LED fluorescent tubes and ballasts 3. Duplicate x10 keys to the entrance GCFO Office Suite 4. 8 x keys for the door that leads to the toilet area 5. 6 x keys from toilet to Office of the Mayor X6 storeroom keys at the back 6. 2 x finger print Biometric door 7. 6 x The Lock and keys for the kitchen + 1 Duplicate key for all keys

	<p>Customers Service Centre Office</p> <ol style="list-style-type: none"> 1. 2 x Fit Consultation room door at CSC next to customer's toilet is falling off including hinges 2. 4 x Ladies toilet doors to be fixed 3. 2 x Biometric door device literally off and 3 Biometric door hinges needs to be repaired 4. 2 x repair door-less cupboards 5. 2 x staff and kitchen cupboard doors on the floor 6. 4 x Hydro boiler replace even geysers 7. 4 x repair ladies toilets leaking taps 8. 4 x ladies toilet flush masters 9. 4 x Tissue holders 10. 2 x replace sanitary fitting 11. 1 x 500 x 400mm wash hand basin <p>Toilets</p> <ol style="list-style-type: none"> 1. 4 x Replace two (02) Cisterns and Flush masters at PI & P2 (Male and Female toilets) 2. 2 x Walcro Urinal flush master 3. 2 x repair ladies toilet leaking taps 4. 9 x male toilet pin's 5. 1 x replace 1 flushing system security passage and light 6. 2 x replace female toilets on the 3rd floor <p>Lights</p> <ol style="list-style-type: none"> 1. Replace fluorescent lights from 6th floor to upper ground excluding GFCO's office.
<p>COMPULSORY SITE BRIEFING SESSION</p> <p>ADDRESS</p> <p>TIME</p>	<p>20 April 2021</p> <p>3rd FLOOR - THUSO HOUSE</p> <p>10H30</p>

RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	www.jhbproperty.co.za and JPC Noticeboard
COMPULSORY REQUIREMENTS	<p>Submission of all required documents</p> <ol style="list-style-type: none"> 1. Attendance of a compulsory briefing session 2. CIDB Grading of 1GB or 1GB PE only <p>Failure to submit the above will result in a disqualification</p>
RFQ SPECIFICATION FORMS/ DOCUMENTS WERE ISSUED ON THE JPC WEBSITE AND NOTICE BOARD	Issued on the JPC Website and notice board
<u>SUBMISSION OF QUOTES:</u>	<p>3rd Floor Forum 1, 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>
CLOSING DATE:	23 APRIL 2021
CLOSING TIME:	10H30 AM
ENQUIRIES:	<p>Miss Eaglet Molebatsi</p> <p>067 421 9307</p> <p>EMolebatsi@jhbproperty.co.za</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 006/2021

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.	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.	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)	
15.	1 GB / 1GB PE CIDB Grading only	
16.	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. Professional Indemnity insurance
11. Copies of ID's for the Directors or Members of the Entity.
12. Copies of ID's for the employees of the Entity and employment contracts.
13. Central Supplier Data Base registration.
14. CIDB Grading 1GB or 1GB PE only

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

1. I certify that the information supplied is correct and I have read and understood the JPC General Conditions and Policies and Procedures and accept the same.
2. 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 006/2021	16 APRIL 2021
CONTACT PERSON	
NAME:	Eaglet Molebatsi
TEL No:	067 421 9307

Submission Deadline:

23 APRIL 2021

Submission Time:

10H30AM

VALIDITY OF RFQ: 14 DAYS

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

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

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



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: _____

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SPECIFICATIONS / SCOPE OF WORK:

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1. The toilet in the GCFO Office Suite is leaking
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Toilets

- 1. 4 x Replace two (02) Cisterns and Flush masters at PI & P2 (Male and Female toilets)**
- 2. 2 x Walcro Urinal flush master**
- 3. 2 x repair ladies toilet leaking taps**
- 4. 9 x male toilet pin's**
- 5. 1 x replace 1 flushing system security passage and light**
- 6. 2 x replace female toilets on the 3rd floor**

Lights

- 2. Replace fluorescent lights from 6th floor to upper ground excluding GFCO's office.**

SEE ATTACHED MBD 4, 8 & 9

ITEM NO.	DESCRIPTION	Quantity Required	Date required	Delivery Period / Lead time	Price (Excluding Vat)	Total (Excluding Vat)
1	SUPPLY, DELIVER, REPAIR AND INSTALLATION OF THE STATED ITEMS:					
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

The appointment will be effective from.....until

NB. The Bidder must have a CIDB Grading of and above.

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.

