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City of Joburg Property Company SOC Ltd.  
Supply Chain Management

## 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 CIDB GRADING OF 1GB ONLY (JPC WILL ONLY CONSIDER SUB CONTRACTORS WITH THE ABOVE MENTION CIDB GRADING)**

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	23 APRIL 2021
CLOSING DATE	30 APRIL 2021
CLOSING TIME	10H30 (TELKOM TIME)
RFQ NUMBER	RFQ39/2021
BUILDING	PHIRI DAY CARE CENTRE
PANEL NUMBER	POP02/2018 PANEL OF SUBCONTRACTORS
DESCRIPTION OF GOODS/SERVICES	REQUEST FOR QUOTATIONS FROM SERVICE PROVIDERS APPROVED FOR INCLUSION IN THE JPC PANEL OF SUB-CONTRACTORS (POP 02/2018) FOR REPAIRS AND MAINTENANCE AT PHIRI ELDER'S DAY CARE CENTRE IN REGION D ON BEHALF OF THE CITY OF JOBURG PROPERTY COMPANY SOC LTD (JPC)
<b><u>SCOPE OF WORKS</u></b>  SEE PAGES BELOW	

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



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<b>COMPULSORY BRIEFING SESSION AND DATE</b>	<b>TIME:12:00</b> <b>Address : 44 DINGANE STREET SENAONE</b> <b>Date: 26 April 2021</b>  <b>COVID-19 regulation protocol will be observed (Not more than 50 attendees per session)</b> <b>Failure to attend the briefing session will result in automatically disqualification</b>
<b>RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:</b>	<a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a> and JPC notice board
<b>COMPULSORY REQUIREMENTS</b>	<b>Submission of all required documents including compliance with all the requirement</b>  <b>Submission of all MBD forms and price</b>  <b>strictly CIDB grading of 1GB only</b>  <b>Inclusion on panel of sub-contractors POP02/2018</b> <b>Attendance of a compulsory briefing session</b>  <b>Failure to submit the above will result in a disqualifications</b>
<b><u>SUBMISSION OF QUOTES:</u></b>	3 <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
<b>ENQUIRIES:</b>	<b>Dheeran Ramdhari/Thulani Motha</b> <b>010 219 9166/082 312 8948</b>

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

**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.**

### CHECKLIST

**SCM NO:** RFQ39/2021

***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.	Certified Copy of BBBEE certificate.	
7.	Valid Tax Clearance Certificate or Pin number	
8.	Empowerment Plan and employment statistics (youth, women and people with disabilities)	
9.	All alterations must be signed.	
10.	Quotation is signed	
11.	UIF	
12.	Copies of ID's for the Directors or Members of the Entity	

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



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13.	Copies of ID's for the employees of the Entity and employment contracts	
14.	Central Supplier Data Base registration (CSD)	
15.	Affiliation / Registration with Professional bodies	
16.	CIDB Certificates with CIDB grading of 1GB	

**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.**

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- 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. 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. Works Insurance and Public liability insurance
15. CIDB grading of 1GB only

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**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.

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



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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**\_\_\_\_\_

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

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## SUPPLY CHAIN MANAGEMENT

P.O. BOX 31565  
BRAAMFONTEIN  
2017

VAT. NO: 4010194266

BIDDER:

TEL:

FAX:

Your CSD Number with Us:

### REQUEST FOR QUOTATION

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
RFQ39/2021	23 APRIL 2021
CONTACT PERSON	
NAME:	Dheeran Ramdhari/Thulani Motha
TEL No:	010 219 9166/082 312 8948

Submission Deadline:

30 APRIL 2021

Submission Time:

10H30AM

VALIDITY OF RFQ: 90 DAYS

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



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**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:

<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

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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 QUOTATION (RFQ) NUMBER: RFQ39/2021**

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**SPECIFICATIONS / SCOPE OF WORK:**

**REQUEST FOR QUOTATIONS FROM SERVICE PROVIDERS APPROVED FOR INCLUSION IN THE JPC PANEL OF SUB-CONTRACTORS (POP 02/2018) FOR REPAIRS AND MAINTENANCE AT PHIRI ELDERS DAY CARE CENTRE IN REGION D ON BEHALF OF THE CITY OF JOBURG PROPERTY COMPANY SOC LTD (JPC)**

- a) See below from page 13 to 15.
- b) See MBD 4,8 and 9 forms

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ITEM NO.	DESCRIPTION	Unit of measurements	Quantity Required	Price (Excluding Vat)	Total (Excluding Vat)
1	Service Toilets	No.	9		
2	Service Showers	No.	2		
3	Flood lights replace	No.	1		
4	Flourescent light fittings	No.	2		
5	Florescent tubes	No.	7		
6	Spot light globe replacement	No.	1		

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7	Service bulkhead lights – wall light	No.	6		
8	Service 3 highway lights	No.	3		
9	Supply and fit diamond mesh cage for lights for outside lights	No.	6		
10	Roofing, fascia boards	No.	5		
11	Repair and fit star tap	No.	1		
12	Replace shower rose	No.	1		
13	Tile basin	No.	1		
14	Plumbing	No.	1		

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15	Waterproofing	M <sup>2</sup>	12		
16	Flood repair office with drainage gratings	M	16		
17	Ecore floor	M <sup>2</sup>	37		
18	Self-levelling screed	M	37		
19	Padlock removal of old and new replacement	M <sup>2</sup>	1		
20	Floor rubber removal and tiling	M <sup>2</sup>	30		
21	Galvanised drainage system	Pack	6		
<b>Grand Total</b>					

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## **PRICING SCHEDULE**

### ***PRICE***

<b>SUB-TOTAL</b>		
<b>VAT</b>		
<b>TOTAL FOR ENTIRE PROJECT</b>		

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***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.