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City of Joburg Property Company SOC Ltd.
Supply Chain Management

CLOSED REQUEST FOR QUOTATION PROCESS

NAME OF SERVICE PROVIDER: _____

N.B. THIS REQUEST FOR QUOTATIONS (RFQ) IS ONLY ISSUED TO SERVICE PROVIDERS APPROVED FOR INCLUSION IN PANEL 13/2019 TO RENDER PROBITY SERVICES AT JPC

N.B. THIS REQUEST FOR QUOTATIONS (RFQ) FOR INTERNAL AUDIT SERVICES AS PER THE APPROVED INTERNAL AUDIT PLAN.

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)
DEPARTMENT	INTERNAL AUDIT
PANEL NUMBER	POP 13/2019
SCM NUMBER	RFQ 68/2021
DESCRIPTION OF GOODS/SERVICES	APPOINTMENT OF A SERVICE PROVIDER FROM POP 13/2019 FOR INTERNAL AUDIT SERVICES

SCOPE OF WORKS

1) Audit of Pre-determined Objectives

- Assess the adequacy and effectiveness of the processes, which governs collection, collating and storage of service level standards information.
- Review usefulness of JPCs performance information.
- Review reliability of reported performance information with the following process covered for all four quarters

2) Service Level Standards

- Assess the adequacy and effectiveness of the processes, which governs collection, collating and storage of service level standards information for all four quarters

3) **Human Resource Management**

- Determine if the Leave Management Policy and Procedure Manual is in place. If yes, determine the adequacy thereof and compliance thereto.
- Review the adequacy and effectiveness of the process, which ensures that all leave taken has been captured.
- Review controls around regular reviews of HR policies.
- Determine the adequacy and effectiveness of controls to ensure leave balances are correctly and timely updated with taken and forfeited leave.
- Verify that all required documentation is attached to leave forms.
- Review the adequacy and effectiveness of controls which are to ensure that the leave provision is calculated correctly.
- Determine if the Payroll Policy and Procedure Manual is in place. If yes, determine the adequacy thereof and compliance thereto.
- Review the adequacy and effectiveness of controls to ensure accurate payroll data for submission to the COJ for payment.
- Verify that matters raised by the COJ regarding non-reconciling items on payroll reconciliations are timely addressed.
- Confirm that the upper limits of the salary scales are approved by the shareholder
- Determine if access to payroll information are adequately restricted.
- Review the adequacy and effectiveness of controls to ensure completeness of payroll.
- Review of controls to ensure that the delegation of authority and authority limits in place are complied with.
- Review the adequacy of controls over segregation of duties to ensure that incompatible functions are performed by different personnel.
- Assessing if changes made to the Payroll master file are valid and appropriately authorised.
- Review controls over possible ghost employees.
- Determine if an adequate Talent Acquisition and Remuneration Strategy is in place and compliance thereto.
- Verify that all applicable pre-engagement checks are properly conducted and documented.
- Determine the adequacy and effectiveness of controls over Job grading and salary implementation
- Reconciliation of payroll to the payment files including third party payment
- Review the evidence of payroll sign off by unit heads prior to payment of salaries in terms of



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<p>Treasury Regulation</p> <ul style="list-style-type: none"> • Perform physical verification of employees • Covid-19 Remote working process, including availability of resources and people with comorbidities 	
COMPULSORY BRIEFING SESSION	N/A
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	www.jhbproperty.co.za
COMPULSORY REQUIREMENTS	Submission of all required documents
<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>
ENQUIRIES:	<p>Sipho Mzobe 063 680 7023 smzobe@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.



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CHECKLIST

SCM NO: RFQ 68/20210

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 A bidder with outstanding municipal rates for more than three months, without payment arrangement submitted with the bid document, will result in a bid being rejected in line with SCM Regulation 38 (1)(d)	
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 NB: All directors indicated in the CIPC must submit. Where a director/(s) with outstanding municipal rates for more than three months, without payment arrangement submitted with the bid document, will result in a bid being rejected in line with SCM Regulation 38 (1)(d)	
4.	MBD 4: Declaration of Interest (Attached)	
5.	MBD 8 Declaration of bidders past supply chain management practices (Attached)	
6.	MBD 9: Certificate of Independent Bid Determination. (Attached)	
7.	Certified Copy of BBBEE certificate.	
8.	Valid Tax Clearance Certificate or Pin number	
9.	Updated Central Supplier Data Base registration (CSD) <ul style="list-style-type: none"> • Bidder to check that tax matters are in order • BBBEE Certificate updated on CSD • No director is in the employ of the state among other things. 	
10.	All alterations must be signed.	
11.	Quotation is signed	
12.	Copies of ID's for the Directors or Members of the Entity	
13.	CV's of the proposed team	
14.	Affiliation / Registration with Professional bodies of the proposed team	
15.	Professional Indemnity	

SIGNATURE _____

NAME _____



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PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION

- 1. Valid Tax Clearance Certificate or Pin number.**
- 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, without settlement arrangement, 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 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.**
 - 5. The attached MBD 8 form (Declaration of bidders past supply chain management practices) completed and submitted with the quotation. If the MBD 8 is incomplete or not attached, the quotation will be disqualified.**
 - 6. 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.**
 - 7. All MBD 4, 8 and 9 forms must be original for each quotation. No copies will be accepted. All the MBD 4, 8 and 9 forms must be dated within the quotation period.**
 - 8. Proof of Directors: A certified copy of your Company Registration Documents**
 - 9. 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.**



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10. All price alterations must be signed for by the Bidder confirming that such changes were made by the Bidder.
11. Professional Indemnity insurance
12. Copies of ID's for the Directors or Members of the Entity.
13. CV's of the proposed team
14. Central Supplier Data Base registration.
15. 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 _____



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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.**

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

SIGNATURE _____

NAME _____



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Supply Chain Management

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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City of Joburg Property Company SOC Ltd.
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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 QUOTATIOSS

RFQ NUMBER

RFQ DATE

RFQ 68/2021

23 APRIL 2021

CONTACT PERSON

NAME:

Sipho Mzobe

TEL No:

063 680 7023

Submission Deadline:

30 April 2021

Submission Time:

10H30AM

VALIDITY OF RFQ: 1 MONTH



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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:

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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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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PRICE

Description	Amount
Audit of Pre-determined Objectives. Estimated hours per audit plan is 180 for all four quarters	
Service Level Standards. Estimated hours per audit plan is 150 for all four quarters	
Human Resource Management. Estimated hours per audit plan is 400.	
Sub-Total	
VAT	
Total	

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?YES / NO

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO

3.14.1 If yes, furnish particulars:

.....

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY
BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js367bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder