



## 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 2GB PE 1ME 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   | 18 DECEMBER 2020  |
| CLOSING DATE  | 04 JANUARY 2021   |
| CLOSING TIME  | 10H30 (TELKOM TIME)   |
| RFQ NUMBER  | RFQ072d/2020  |
| BUILDING  | RANDBURG CIVIC CENTRE   |
| 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 RANDBURG CIVIC CENTRE |
| <u>SCOPE OF WORKS</u><br><br>23 Air conditioning units wall mount complete installation (2000Btu)<br><br>35 surge protect multiplugs for all cashiers , supplied and installed<br><br>Plug points at JMPD Offices( vehicle license )should be moved on the site of wall |   |

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



with power skirting's installed

DB boxes to be fitted with bolt locks and pad locks

Passage along JMPD operations should be fitted with led lights 12 ft x 8

One office at CSC requires additional double plug point

8 hydro boils supplied and installed

All loose cabling should be trunked inside and outside the facility

Re-dress all DB boards, surge resisters and circuit identification with full labelling

All outside lights to be fixed with day night switch and should be on its own circuit breaker to the nearest DB box

15 x 300KG mag locks with Z-brackets, 15 x 12amp power supplies and 15x resettable break glass boxes for all emergency doors ( each door should have its own plug point )

Two flood lights with poles required outside the main entrance of the facility.

All lights to be repaired, globes changes

All plug points to be repaired and changes where needed The old air conditioners at CSC should be removed and the glasses should be replaced and sealed old where the air conditioners where fitted.

Additional bulbs x 150 to be supplied for internal technical unit to change.

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

**COMPULSORY BRIEFING  
SESSION**

TIME:10:00  
Address : Randburg Civic Centre  
( Cnr Jan Smits & Bram fischer)  
Date: 23 December 2020



|  |  |
|--|--|
| <b>RFQ SPECIFICATION FORMS/<br/>DOCUMENTS ARE<br/>OBTAINABLE FROM:</b> | <a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a>   |
| <b>COMPULSORY<br/>REQUIREMENTS</b>                                     | Submission of all required documents   |
| <b><u>SUBMISSION OF QUOTES:</u></b>                                    | <p>Front Desk<br/>Forum 1, Braampark<br/>33 Hoofd Street<br/>Braamfontein<br/>2017</p> <p>Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted</p> |
| <b>ENQUIRIES:</b>  | <p><b>Manuel Bean</b><br/>0609977149</p>   |

**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: RFQ072d/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.



a world class African city



**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.**

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



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**

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



**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.**

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



**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         |
| RFQ072d/2020          | 18 December 2020 |
| CONTACT PERSON        |                  |
| NAME:                 | Emmanuel Bean    |
| TEL No:               | 060 997 7149     |

Submission Deadline:

04 JANUARY 2021

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:

|   |  |
|---|--|
| <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<br/>(80/20 system)</b> |
|   |  |
| 1   | 20   |
| 2   | 18   |
| 3   | 14   |
| 4   | 12   |
| 5   | 8  |
| 6   | 6  |
| 7   | 4  |
| 8   | 2  |
| Non-Compliant contributor                 | 0  |
|   |  |
|   |  |

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



|                     |  |
|---------------------|--|
| SIGNATURE OF BIDDER |  |
|---------------------|--|

|          |  |
|----------|--|
| CAPACITY |  |
|----------|--|

***PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.***

**REQUEST FOR QUOTATION (RFQ) NUMBER: RFQ072d/2020**

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



**SPECIFICATIONS / SCOPE OF WORK:**

- a) See above

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



**PRICE**

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

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

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



|                    |  |  |  |  |  |  |
|--------------------|--|--|--|--|--|--|
| 2                  |  |  |  |  |  |  |
| <b>Grand 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.

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