

## CLOSED REQUEST FOR QUOTATION (RFQ) PROCESS

NAME OF SERVICE PROVIDER: \_\_\_\_\_

### REQUEST FOR QUOTATIONS FOR GOODS AND SERVICES AT JOBURG PROPERTY COMPANY (JPC)

**N.B. (POP 12/2020) - PANEL OF PROFESSIONALS TO PROVIDE AND SUPPLY IT INFRASTRUCTURE AND EQUIPMENT (HARDWARE AND SOFTWARE) FOR A PERIOD OF THREE (03) YEARS MATTERS**

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	24 MAY 2021
CLOSING DATE	01 JUNE 2021
CLOSING TIME	10H30AM (TELKOM TIME)
DEPARTMENT	INFORMATION TECHNOLOGY
DEPARTMENT	JOBURG PROPERTY COMPANY
RFQ NUMBER	113/2021
PANEL NUMBER	(POP 12/2020) - PANEL OF PROFESSIONALS TO PROVIDE AND SUPPLY IT INFRASTRUCTURE AND EQUIPMENT (HARDWARE AND SOFTWARE) FOR A PERIOD OF THREE (03) YEARS MATTERS
<b><u>Scope of Work for IT Investigation</u></b>  <b>Request for an IT Specialist to undertake an independent investigation on:</b> <ul style="list-style-type: none"> <li>• Access permissions/breaches within Active directory,</li> <li>• Access permissions/breaches within Microsoft exchange 2016</li> <li>• Access control audit to Server Room (Impro-2000)</li> </ul>	



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- Access permissions/breaches within file servers and shares
- Access permissions /breaches within Enterprise Admin accounts
- Access and report on the following outcomes,
  - Leaking of emails within MS Exchange 2016 and Mimecast's hosted services
  - Leaking Intellectual property information
  - Asses 3G data and content for all users
- Identification of the vulnerabilities is the starting point for a deeper analysis made to assess the potential impact on the JPC.
- All assessments and Audits must be completed for the period of February 2020 to May 2021
- Identified and analysed risks, threats, and known vulnerabilities.
- Prioritized risks, threats, and known vulnerabilities based on impact or criticality.
- The vulnerability window must be identified and minimized according to the JPC's minimum acceptable tolerance to being vulnerable.
- Compliancy with new information security laws, mandates, and regulations must be adhered to when conducting this forensic audit.
- Provide a final report to management detailing, findings, root cause, effects, recommendations and forensic audit comments.

**NB: The work prescribed in this RFQ, as per the description of scope of work within are to be completed and submitted within ten (10) working days of appointment.**

**NON COMPULSORY  
SITE BRIEFING  
SESSION**

**Address and Time**  
**N/A**



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<b>RF 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><u>SUBMISSION OF QUOTES:</u></b>	<b>1<sup>st</sup> Floor Forum 1, Braam Park 33 Hoofd Street Braamfontein 2017</b> <b>Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted</b>
<b>ENQUIRIES:</b>	<a href="mailto:amarques@jhbproperty.co.za">amarques@jhbproperty.co.za</a>

1. N.B. Quotations submitted by Contractors or Service Providers not included in (pop 12/2020) - panel of professionals to provide and supply it infrastructure and equipment (hardware and software) for a period of three (03) years matters 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.



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## CHECKLIST

SCM NO: RFQ113/2021

**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.	Declaration on State of Municipal Account (Attached)	
5.	MBD 4: Declaration of Interest (Attached)	
6.	MBD 9: Certificate of Independent Bid Determination. (Attached)	
7.	MBD 6.4: Local Content (Attached) (IF REQUIRED)	
8.	Certified Copy of BBBEE certificate.	
9.	Valid Tax Clearance Certificate or Pin number	
10.	Empowerment Plan and employment statistics (youth, women and people with disabilities)	
11.	All alterations have been signed.	
12.	Quotation is signed	
13.	COID registration	
14.	UIF	
15.	Copies of ID's for the Directors or Members of the Entity	
16.	Copies of ID's for the employees of the Entity and employment contracts	
17.	Copies of pay slips for employees	
18.	Central Supplier Data Base registration (CSD)	
22.	Original Bank confirmation letter	
23.	Company registration documents	



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**SIGNATURE**\_\_\_\_\_

**NAME**\_\_\_\_\_

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

**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.**



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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. 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 RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.**
9. **QUOTATIONS SUBMITTED THROUGH FAX/EMAIL WILL BE AUTOMATICALLY DISQUALIFIED.**

**I HEREWITH CONFIRM THAT 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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City of Joburg Property Company SOC Ltd.  
Supply Chain Management

**SUPPLY CHAIN MANAGEMENT  
P.O. BOX 31565  
BRAAMFONTEIN  
2017**

**VAT. NO: 4010194266/4760117194**

**BIDDER:**

**TEL:**

**FAX:**

**Your Vendor Number With  
Us:**

**REQUEST FOR QUOTATION**

RFQ NUMBER	RFQ DATE
RFQ113/2021	24 MAY 2021
CONTACT PERSON	
NAME:	Anthony
TEL No:	(010) 219 9032

**Submission Deadline:**

**01 JUNE 2021**

**Submission Time:**

**10H30AM**

**VALIDITY OF RFQ: 30 DAY**

**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**

Quotations will be evaluated using a One stage evaluation process as follows:

**STAGE 1 (PRICE AND BBB-EE STATUS LEVEL OF CONTRIBUTION)**

**POINTS AWARDED FOR PRICE**

**THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 points is allocated for price on the following basis:

**80/20**



$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = 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



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SIGNATURE OF BIDDER	
CAPACITY	

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

**RFQ113/2021**



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### **PRICING SCHEDULE**

ITEM NO.	DESCRIPTION	Price (Excluding Vat)
1	IT Investigation ( <b>Price Excluding Vat</b> )	
2	(Excluding VAT) at 15%	
<b>Grand Total</b>		

### **SPECIFICATIONS / SCOPE OF WORK:**

#### **REQUEST OF QUOTATIONS FROM CONTRACTORS FROM JPC PANEL FOR IT INVESTIGATION**

- a) See above from page 1 to 2.
- b) See MBD 4,8 and 9 forms



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### **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.