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## 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 1EB UNTILL 4 EB PE (JPC WILL ONLY COINSIDER 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.**

<b>DATE OF RE-ISSUE</b>	10 MAY 2021
<b>CLOSING DATE</b>	18 MAY 2021
<b>CLOSING TIME</b>	10H30 (TELKOM TIME)
<b>RFQ NUMBER</b>	RFQ45/2021
<b>BUILDING</b>	METRO CENTRE
<b>PANEL NUMBER</b>	POP02/2018 PANEL OF SUBCONTRACTORS
<b>DESCRIPTION OF GOODS/SERVICES</b>	REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF AN ELECTRICAL CONTRACTOR FROM JPC PANEL OF SUB CONTRACTORS (POP 02/2018) TO UNDERTAKE THE EMERGENCY REPAIRS AND SERVICING OF THREE (03) STANDBY GENERATORS LOCATED AT METRO CENTRE

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



## SCOPE OF WORK AND BACKGROUND

### BACKGROUND

- Standby generators form an integral part of any electrical installation in that they supply emergency power in the event of a power outage. In the Metro Centre there are three generators located in the B block, Council chamber wing and the new Council chamber that supply emergency power during a power outage. It is recommended that generators be serviced annually and failure to adhere to such may cause the generators not to start in the event of a power outage. The last time a service was carried out on the generators was on 26/05/2017 and we have noticed a serious oil leak on the B block generator. I am not sure where the leak is coming from and how much oil has been lost due to the leak. If we are to experience a power soon I fear that the engine might seize due to lack of oil.

### SCOPE OF WORKS

Repair and servicing of Three (3) standby generators at Metro Centre, once off

#### COMPULSORY SITE BRIEFING SESSION

TIME: 10:00  
Address : 158 Civic Boulevard, Braamfontein , Metro Centre  
Date: 12 MAY 2021  
**COVID -19 regulation protocol will be observed (Not more than 50 attendees per session)**  
**Failure to attend the briefing session will result in automatic disqualification**

#### RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:

[www.jhbproperty.co.za](http://www.jhbproperty.co.za)  
and  
JPC Notice board

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<p><b>COMPULSORY REQUIREMENTS</b></p>	<p>Submission of all required documents including compliance with all the requirement</p> <p>Submission of all MBD forms and price</p> <p>strictly CIDB grading of 1EB UNTILL 4 EB PE</p> <p>Inclusion on panel of sub-contractors POP02/2018</p> <p>Attendance of a compulsory briefing session</p> <p>Failure to submit the above will result in a disqualifications</p>
<p><b><u>SUBMISSION OF QUOTES:</u></b></p>	<p>3<sup>st</sup> Floor Forum 3, 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>
<p><b>ENQUIRIES:</b></p>	<p><b>Bafana Zwane</b> 060 615 0035</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.**



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## CHECKLIST

SCM NO: RFQ45/2021

**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	
13.	Copies of ID's for the employees of the Entity and employment contracts	
14.	Central Supplier Data Base registration (CSD)	
15.	Works Insurance and Public liability insurance	
16.	CIDB Certificate (GRADE 1EB /1EB PE AND ABOVE)	

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**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.**

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- 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. 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. CIDB Certificate (GRADE 1EB OR GRADE 1EB PE)

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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.

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



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

**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

**BIDDER:**

**TEL:**

**FAX:**

**Your CSD Number with Us:**

### REQUEST FOR QUOTATION

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
RFQ45/2021	10 MAY 2021
CONTACT PERSON	
NAME:	BAFANA ZWANE
TEL No:	060 615 0035

**Submission Deadline:**

**18 MAY 2021**

**Submission Time:**

**10H30AM**

**VALIDITY OF RFQ: 30 DAY**

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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City of Joburg Property Company SOC Ltd.  
Supply Chain Management

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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: RFQ45/2021**

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

**SPECIFICATIONS / SCOPE OF WORK:**

**REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF AN ELECTRICAL CONTRACTOR FROM JPC PANEL OF SUB CONTRACTORS (POP 02/2018) TO UNDERTAKE THE EMERGENCY REPAIRS AND SERVICING OF THREE (03) STANDBY GENERATORS LOCATED AT METRO CENTRE**

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

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## **PRICE SCHEDULE**

ITEM NO.	DESCRIPTION	Price (Excluding Vat)
1	EMERGENCY REPAIRS AND SERVICING OF THREE (03) STANDBY GENERATORS LOCATED AT METRO CENTRE( <b>Price Excluding Vat</b> )	
2	(Excluding VAT) at 15%	
<b>Grand Total</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.