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City of Joburg Property Company SOC Ltd.
Supply Chain Management

OPEN REQUEST FOR QUOTATION PROCESS

NAME OF SERVICE PROVIDER: _____

REQUEST FOR QUOTATIONS FOR GOODS AND SERVICES AT THE CITY OF JOBURG PROPEERTY COMPANY (JPC)

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	03 MAY 2021
CLOSING DATE	10 MAY 2021
CLOSING TIME	10H30 (TELKOM TIME)
DEPARTMENT	PROPERTY PROGRAMME MANAGEMENT UNIT
SCM NUMBER	RFQ 55-2021
DESCRIPTION OF GOODS/SERVICES	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT STRUCTURAL ASSESSMENT OF THE PATERSON PARK BOWLING CLUB
<u>SCOPE OF WORKS</u> A structural engineer to conduct a structural assessment of the Paterson Park Bowling Club located at Paterson Road in Norwood, Johannesburg as outlined in page 13. (Aerial photograph of site attached)	
BRIEFING SESSION	N/A
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	www.jhbproperty.co.za
COMPULSORY REQUIREMENTS	<ul style="list-style-type: none">• Valid registration with Engineering Council of South Africa• professional indemnity of not less than R5 million <p>NB: Failure to submit the attached documents will result in disqualification.</p>



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<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 tender box located at the reception area on the 3rd floor. No emailed submissions will be accepted</p>
ENQUIRIES:	<p>Kearabetswe Malope bmalo@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 55-2021

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 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.	Tax-compliant Central Supplier Data Base registration (CSD)	
10.	All alterations must be signed.	
11.	Quotation is signed	
12.	COID registration	
13.	UIF	
14.	Copies of ID's for the Directors or Members of the Entity	
15.	Copies of ID's for the employees of the Entity and employment contracts	
16.	Copies of pay slips for employees	
17.	Original Bank confirmation letter	
18.	CV's of the proposed team	
19.	Affiliation / Registration with Professional bodies of the proposed team	
20.	Professional Indemnity insurance	

NAME _____

SIGNATURE _____



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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 (Tax-compliant)
15. Affiliation / Registration with Professional bodies
16. UIF
17. COID REGISTRATION

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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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

RFQ NUMBER	RFQ DATE
RFQ 55-2021	03 MAY 2021
CONTACT PERSON	
NAME:	Kearabetswe Malope
TEL No:	bmalope@jhbproperty.co.za

Submission Deadline:

10 May 2021

Submission Time:

10H30AM

VALIDITY OF RFQ: 30 DAYS

OFFICE USE ONLY: PRICE/S TO BE VAT EXCLUSIVE

Please deposit all quotation in the RFQ box as stipulated in the cover page

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

STAGE 1 : FUNCTIONALITY

Bidders not achieving a minimum threshold of 70 points will not be evaluated further for Price and BBB-EE

ITEM	QUALITY CRITERIA	SUB-CRITERIA	POINTS
1.	Bidding entity's experience in executing	Company experience (maximum points = 20)	20 POINTS

	<p>projects of similar nature</p> <p><u>Returnable :</u></p> <p>Bidder to submit Company CV indicating previously completed projects of similar nature</p>	<p>Number of previously completed consulting services of similar nature by the bidding entity</p> <ul style="list-style-type: none"> • 10 years and above = 20 points • 6 years – less than 10 years = 15 points • 4years to less than 6 years = 10 points • 1 years to less than 4 years = 5 points • Less than 1 year = 0 points 	
2.	<p><u>Returnable :</u></p> <p>Bidders to attach signed letters of reference from client on clients letterhead which should reflect the following:</p> <ul style="list-style-type: none"> • Name of project • Project Duration (start and completion date) • Comments on performance of the bidding company <p>NB : If letter does not have any of the above mentioned, the bidder will be scored= 0 points</p>	<p>Provide bidding entity experience with references (successful completion of projects of similar nature) and signed letters on clients letterhead_:</p> <ul style="list-style-type: none"> • 10 or more letters of reference = 20 points • 7 letters of reference – 9 letters of = 15 points • 4 letters of reference – 6 letters of reference = 10 points • 1 letter of reference – 3 letters of reference = 5 points • 0 letters of reference = 0 points <p>NB : Bidders to attach signed letters of reference from client on clients letterhead which should reflect the following:</p> <ul style="list-style-type: none"> • Name of project • Project Duration (start and completion date) • Comments on performance of the bidding company 	20 POINTS
3.	<p>Capability and Experience of the Key personnel of the bidding entity.</p> <p>2 key personnel</p> <p><u>Returnable :</u></p> <p>CV'S OF THE KEY EMPLOYEES, CERTIFIED COPIES OF QUALIFICATIONS AND</p>	<p>Qualifications of key personnel (20 points maximum)</p> <p>Qualifications in Civil and Structural Engineering</p> <ul style="list-style-type: none"> • BSC Honours (Applied science) = (10 points per key personnel) • Degree and B-Tech in Engineering = (5 points per key personnel) • Higher National diploma in Civil and structural engineering = (2 points per key 	50 POINTS

	VALID REGISTRATION WITH PROFESSIONAL BODIES	<p>personnel)</p> <p>NB : Bidders will be allocated points based on the highest qualification of each key personnel</p> <p>REGISTRATION WITH THE PROFESSIONAL BODIES = (20 POINTS MAXIMUM TO BE ALLOCATED AS 10 POINTS PER KEY PERSONNEL)</p> <ul style="list-style-type: none"> Professional Engineer = 10 points for each key personnel Candidate Engineer = 5 points for each key personnel <p>CUMULATIVE STRUCTURAL ENGINEERING RELATED EXPERIENCE OF THE TWO KEY PERSONNEL (20 POINTS)</p> <ul style="list-style-type: none"> 35 years and above= 20 points 20 years – below 35 years = 15 points 5 years – below 20 years = 10 points 1 year – below 5 years = 5 points Less than a year = 0 points 	
4.	<p><u>Transformation</u></p> <p><u>Returnable :</u></p> <p>Transformation plan</p>	<p>The Bidder is required to submit an Empowerment and Transformation Plan indicating the following:</p> <ul style="list-style-type: none"> The Bidder's current Empowerment Plan and Initiatives (10) <ul style="list-style-type: none"> Training plan and localisation (10 points) 	10 points

STAGE 2 : (PRICE AND BBB-EE STATUS LEVEL OF CONTRIBUTION

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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.

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

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:

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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SCOPE OF WORK

Request for Structural Engineer to conduct a structural assessment report of the Historic Paterson Park Bowling Club, which is located along Paterson Road in Norwood.

The terms of reference for the appointment are as follows:

- Analysing and evaluating foundation, framing, other construction systems and their associated construction details, their deficiencies and damages
- Ground penetrating radar to determine if there are any cavities under the Main Bowling Club building
- Providing recommendations for corrective treatments including conceptual level design solutions for stabilisation and/or repair
- Identify repairs required, prioritising repairs required on immediate/ urgent basis
- Produce cost estimates

The plan of development of this report is a brief description of the site premises, an account of the existing condition, a proposed scope of works with estimated budget costs and a brief conclusion.

PRICE

SUB-TOTAL	
VAT	
TOTAL	



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AERIAL PHOTOGRAPH

Google Earth - New Polygon

Name:

Description	Style, Color	View	Altitude	Measurements
Perimeter:				0.1 Miles
Area:				508 Square Meters

508

OK Cancel

[The London Eye](#)
Located in London, England





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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.