

## OPEN REQUEST FOR QUOTATION (RFQ) PROCESS

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

### REQUEST FOR QUOTATIONS FOR GOODS AND SERVICES AT 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	14 MAY 2021
CLOSING DATE	20 MAY 2021
CLOSING TIME	10H30 (TELKOM TIME)
RFQ NUMBER	RFQ 77/2021
JPC DEPARTMENT	PROPERTY PORTFOLIO MANAGEMENT
DESCRIPTION OF SERVICES	REQUEST FOR QUOTATIONS FROM A SUITABLE TRAFFIC ENGINEER TO DEVELOP A ROAD MASTER PLAN FOR ASPEN HILLS.
<p><b><u>SCOPE OF WORK</u></b></p> <p>JPC requires Traffic Engineer to render the following services:</p> <ol style="list-style-type: none"> <li>Develop a road master plan for Aspen Hills Area, this includes the following:             <ol style="list-style-type: none"> <li>Prepare a concept intersection layout from future road K130</li> <li>Impact of future K77 alignment on the proposed development and road masterplan of the area</li> <li>Prepare a road master plan for wider area based on discussions with JRA</li> <li>Discuss the concept layout with JRA and Gauteng Province Department of Roads and Transport and submit applications for consideration by respective departments</li> </ol> </li> </ol>	
BRIEFING SESSION	No briefing session will be held
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM	<a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a> and the JPC Notice Board

<p><b>COMPULSORY REQUIREMENTS</b></p>	<p><b>Submission of all required documents</b></p> <ol style="list-style-type: none"> <li>1. Valid registration with Engineering Council of South Africa (ECSA) and</li> <li>2. Qualifications in Transportation or Traffic Engineering</li> </ol> <p><b>NB: Failure to submit the above will result in a disqualification</b></p>
<p><b>SUBMISSION OF QUOTES</b></p>	<p><b>33 Hoofd Street Braamfontein, 2017 3<sup>rd</sup> Floor (Entrance A) Forum 1, Braampark Office Park</b></p> <p><b>Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted.</b></p>
<p><b>ENQUIRIES:</b></p>	<p><b>Kearabetswe Malope</b></p> <p><a href="mailto:BMalope@jhbproperty.co.za">BMalope@jhbproperty.co.za</a></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.

## CHECKLIST

SCM NO: RFQ 77/2021

**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 Bidder's Past Supply Chain Management Practices (Attached)	
6.	MBD 9: Certificate of Independent Bid Determination. (Attached)	
7.	Certified B-BBEE Certificate or Affidavit	
8.	Valid Tax Clearance Certificate or Tax Compliant Verification PIN number	
9.	Empowerment Plan and employment statistics (youth, women and people with disabilities)	
10.	All alterations must be signed.	
11.	Quotation must be signed	
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 Database (CSD) Registration Form	
15.	Professional Indemnity	
16.	Affiliation / Registration with Professional Body	

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

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

## **LEASE 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.**

### **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 8 form (Declaration of Bidder’s past Supply Chain Management Practices) must be completed and submitted with the quotation. If the MBD 8 is incomplete or not attached the quotation will be disqualified.**

### **6. 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.**

### **7. Both the MBD 4, 8 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4, 8 & 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. **Professional Indemnity insurance**
11. **Copies of ID's for the Directors or Members of the Entity.**
12. **Copies of ID's for the employees of the Entity and employment contracts.**
13. **Central Supplier Database (CSD) Registration Form .**
14. **Affiliation / Registration with Professional Body**

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

**ATTACHED ARE MBD 4, 8 AND 9 FORMS**

## 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** \_\_\_\_\_

## 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 QUOTATIOSS	
RFQ NUMBER	RFQ DATE
RFQ 77/2021	14 MAY 2021
CONTACT PERSON	
<b>NAME:</b>	Kearabetswe Malope
<b>Email:</b>	<a href="mailto:BMalope@Jhbproperty.co.za">BMalope@Jhbproperty.co.za</a>

**Submission Deadline:** \_\_\_\_\_ **20 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**

A two-stage evaluation will be applied to the evaluation of the bid as follows:

**STAGE 1: (TECHNICAL EVALUATION)**

As a first stage, bids will be evaluated in order to establish whether they meet a minimum threshold score of 70 points out of 100 for functionality. In this regard, tenderers are required to achieve a score of not less than 70 points out of 100 on functionality.

<b>ITEM</b>	<b>QUALITY CRITERIA</b>	<b>SUB-CRITERIA</b>	<b>POINTS</b>
<b>01</b>	Bidding entity's experience in executing projects of similar nature  <b>RETURNABLES : Bidder to submit Business profile</b>	<b>Company experience (maximum points = 20)</b>  Number of years the bidding company has been conducting Transportation or Traffic Engineering services  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	<b>20 POINTS</b>
<b>02</b>	<b>RETURNABLES : SIGNED LETTERS OF APPOINTMENT</b>	<b>Provide bidding entity experience with references (successful completion of projects of similar nature) and signed letters on clients letterhead_:</b>  - 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	<b>20 POINTS</b>

		<p>- 1 letter of reference – 3 letters of reference = 5 points</p> <p>- 0 letters of reference = 0 points</p> <p><b>NB : Bidders to attach signed letters of reference from client on clients letterhead which should reflect the following:</b></p> <ul style="list-style-type: none"> <li>• Name of project</li> <li>• Project Duration (start and completion date)</li> <li>• Comments on performance of the bidding company</li> <li>• Client's contact details</li> </ul>	
03	<p>Capability and Experience of the Key personnel of the bidding entity.</p> <p>2 key personnel</p> <p><b>RETURNABLES : CV S OF THE KEY PERSONNEL AND CERTIFIED COPIES OF QUALIFICATIONS AND REGISTRATION WITH ECSA</b></p>	<p><b>QUALIFICATIONS OF KEY PERSONNEL (20 POINTS MAXIMUM)</b> Qualifications in Transportation and Traffic Engineering</p> <p>BSC Honours (Transportation or Traffic Engineering) = (10 points per key personnel) Post Graduate Degree in Transportation of Traffic Engineer = (5 points per key personnel )</p> <p><b>NB : Bidders will be allocated points based on the highest qualification of each key personnel</b></p> <p><b>REGISTRATION WITH THE PROFESSIONAL BODIES = (20 POINTS MAXIMUM TO BE ALLOCATED AS 10 POINTS PER KEY PERSONNEL)</b></p> <ul style="list-style-type: none"> <li>• Professional Engineer = 10 points for each key personnel</li> <li>• Candidate Engineer = 5 points for each key personnel</li> </ul> <p><b>CUMULATIVE STRUCTURAL ENGINEERING RELATED EXPERIENCE OF THE TWO KEY PERSONNEL (20 POINTS)</b></p> <ul style="list-style-type: none"> <li>• 35 years and above= 20 points</li> </ul>	50 POINTS

		<ul style="list-style-type: none"> <li>• 20 years – below 35 years = 15 points</li> <li>• 5 years – below 20 years = 10 points</li> <li>• 1 year – below 5 years = 5 points</li> <li>• Less than a year = 0 points</li> </ul>	
	<p><b>Transformation</b></p> <p><b>Returnable :</b> <b>Transformation plan indicating training and localization</b></p>	<p>The Bidder is required to submit an Empowerment and Transformation Plan indicating the following:</p> <ul style="list-style-type: none"> <li>- The Bidder's current Empowerment Plan and Initiatives (10) <ul style="list-style-type: none"> <li>• Training plan and localisation (10 points)</li> </ul> </li> </ul>	<b>10 points</b>

**NB: BIDDERS TO ATTACH ALL RETURNABLES STIPULATED ON THE ABOVE MENTIONED TECHNICAL EVALUATION CRITERIA.**

**Only quotations that meet the minimum threshold of 70 points will be evaluated on stage 2: Price & B-BBEE status level contribution.**

**STAGE 2: PRICE & B-BBEE STATUS LEVEL CONTRIBUTION**

RFQ's above R30 000 and below 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:

**THE 80/20 PREFERENCE POINT SYSTEM**

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<sub>s</sub> = Points scored for comparative price of bid under consideration.

P<sub>t</sub> = Comparative price of bid under consideration

P<sub>min</sub> = 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

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: \_\_\_\_\_

ITEM NO.	DESCRIPTION	Delivery Period / Lead time	Price (Excluding Vat)	Total (Excluding Vat)
1	REQUEST FOR QUOTATIONS FROM A SUITABLE TRAFFIC ENGINEER SERVICE PROVIDER TO DEVELOP A ROAD MASTER PLAN FOR ASPEN HILLS.			

<b>Grand Total</b>	
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**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**

## SCOPE OF WORK

JPC requires Traffic Engineer to render the following services:

- a. Develop a road master plan for Aspen Hills Area, this includes the following:
- b. Prepare a concept intersection layout from future road K130
- c. Impact of future K77 alignment on the proposed development and road masterplan of the area
- d. Prepare a road master plan for wider area based on discussions with JRA
- e. Discuss the concept layout with JRA and Gauteng Province Department of Roads and Transport and submit applications for consideration by respective departments

Please indicate the duration of the project in the below table

DURATION OF THE PROJECT	.....Months
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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.