



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

CLOSED REQUEST FOR QUOTATION (RFQ) 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 SERVICE PROVIDERS APPROVED FOR INCLUSION IN PANEL 02/2018 WITH A CIDB GRADING OF 4 GB AND ABOVE WITH EP AND/OR EB.

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	02 JUNE 2021
CLOSING DATE	10 JUNE 2021
CLOSING TIME	10H30 (TELKOM TIME)
RFQ NUMBER	RE- ADVERTISEMENT RFQ 79/2021
JPC DEPARTMENT	FACILITIES MANAGEMENT
DESCRIPTION OF GOODS/SERVICES	REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER ON THE JPC's PANEL OF SUB-CONTRACTOR (POP 02/2018) TO PROVIDE ELECTRICAL REPAIRS AND MAINTENANCE WORKS AND MATERIAL AT WALTER SISULU SQUARE OF DEDICATION
<u>SCOPE OF WORKS</u> <input type="checkbox"/> Main lv board to be replaced <input type="checkbox"/> All cables from main lv board need to be replaced <input type="checkbox"/> All sub distribution board needs to repair or replace on ground floor <input type="checkbox"/> Power skirting need to be repaired and wires to be replaced <input type="checkbox"/> All plugs in main hall needs to be replaced and <input type="checkbox"/> All internal wiring needs to be tested, repaired and made safe.	



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COMPULSORY SITE BRIEFING SESSION	<p>Date: 04 June 2021</p> <p>Time: 10:00am</p> <p>Venue: Walter Sisulu Square of Dedication in Kliptown</p> <p>NB: Failure to attend the briefing session will lead to an automatic disqualification.</p>
RFQ SPECIFICATION FORMS/ DOCUMENTS AND PLANS ARE OBTAINABLE FROM:	<p>www.jhbproperty.co.za and Notice Board</p>
COMPULSORY REQUIREMENTS	<p>Submission of all required documents</p> <p>1. A CIDB Grading of 4 GB and above with EP and/or EB certificate.</p> <p>NB: Failure to submit the above will lead to an automatic disqualification.</p>
<u>SUBMISSION OF QUOTES:</u>	<p>33 Hoofd Street Braamfontein 2017 3rd Floor (Entrance A) Forum 1, Braampark Office Park</p> <p>Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted.</p>
ENQUIRIES:	<p>Emmanuel Beans - 060 997 149</p> <p>Thabo - 060 613 769</p>

N.B. Quotations submitted by Contractors not included in POP 02/2018: Panel of Contractors under CIDB grading of 4 GB and above with EP and/or EB category 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: RE- ADVERTISEMENT RFQ 79/2021

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 Copy of B-BBEE certificate or B-BBEE sworn affidavit	
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.	Certified 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) Form	
15.	CIDB Grading 3 GB Certificate	
16.	Professional Indemnity	

SIGNATURE _____

NAME _____





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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.
 4. 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.
 5. 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.
 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.



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7. **MBD 4, 8 & 9 forms must be original for each quotation. No copies will be accepted. MBD 4, 8 & 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.**
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. **Copies of ID's for the employees of the Entity and employment contracts.**
14. **Central Supplier Data Base registration (CSD) Form.**
15. **CIDB Grading 3 GB certificate**

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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PROPERTY COMPANY



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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 QUOTATIOSS	
RFQ NUMBER	RFQ DATE
RE- ADVERT 79/2021	02 JUNE 2021
CONTACT PERSON	
NAME:	Emmanuel Beans
TEL No:	060 997 149

Submission Deadline:

10 JUNE 2021

Submission Time:

10H30AM

VALIDITY OF RFQ: 60 DAYS



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SPECIFICATIONS / SCOPE OF WORK:

REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ELECTRICAL REPAIRS AND MAINTENANCE WORKS AND MATERIAL AT WALTER SISULU SQUARE OF DEDICATION:

- Main lv board to be replaced
- All cables from main lv board need to be replaced
- All sub distribution board needs to repair or replace on ground floor
- Power skirting need to be repaired and wires to be replaced
- All plugs in main hall needs to be replaced and
- All internal wiring needs to be tested, repaired and made safe.

SEE ATTACHED MBD 4, 8 AND 9

OFFICE USE ONLY:
PRICE/S TO BE VAT EXCLUSIVE
Please deposit all quotations in the RFQ box stated above

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

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

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:
80/20



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

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	
----------	--

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

REQUEST FOR QUOTATION (RFQ) NUMBER: _____





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ITEM NO.	DESCRIPTION	Unit Required	Date required	Delivery Period / Lead time	Price (Excluding Vat)	Total (Excluding Vat)
1	ELECTRICAL REPAIRS AND MAINTENANCE WORKS AND MATERIAL AT WALTER SISULU SQUARE OF DEDICATION THE QUOTATION NEEDS TO BE ON THE COMPANY LETTER HEAD AND SIGNED					
Grand Total						

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.

