



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

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## 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 CONTRACTORS APPROVED FOR INCLUSION IN PANEL 02/2018 WITH A CIDB GRADING OF 3 GB ONLY.**

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 90/2021
DESCRIPTION OF GOODS/SERVICES (refer to Construction Plans/Drawings attached)	REQUEST FOR QUOTATIONS FROM CONTRACTORS ON THE JPC'S PANEL OF SUB-CONTRACTOR (POP 02/2018) WITH CIDB GRADE 3 GB ONLY FOR THE CONSTRUCTION OF A BOUNDARY WALL AT THE LEHAE PUBLIC TRANSPORT FACILITY.
COMPULSORY SITE BRIEFING SESSION	07 June 2021  10H30 Registration  11H00 : Briefing Session  Venue: No. 1 Cnr Azalia Street & Primrose Drive, Lehae Public Transport Facility  Attendance is limited to only one (1) representative per entity.
RFQ SPECIFICATION FORMS/ DOCUMENTS AND PLANS ARE OBTAINABLE FROM:	<a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a> and Notice Board
COMPULSORY REQUIREMENTS	Submission of all required documents



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	<p><b>1. CIDB Grading of 3 GB Certificate</b></p> <p><b>2. Complete attached BOQ as Annexure "A"</b></p> <p><b>Failure to submit the above will result in a disqualification.</b></p>
<b>DISQUALIFICATION CRITERIA</b>	<p><b>Non-signature of the declaration of the bidder's past Supply Chain MBD 4, Declaration of Bidder's Past Supply Chain Management Practices MBD8 and Certificate of Independent Bid Determination MBD 9.</b></p> <p><b>NB: Failure to comply with the above will result in the bid not being evaluated for Stage 1.</b></p>
<b><u>SUBMISSION OF QUOTES:</u></b>	<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>
<b>ENQUIRIES:</b>	<p><b>Lungelo T. Ramatselela</b></p> <p><b><a href="mailto:lramatselela@jhbproperty.co.za">lramatselela@jhbproperty.co.za</a> - 079 157 3981</b></p> <p><b>William Sello</b></p> <p><b><a href="mailto:WilliamSe@joburg.org.za">WilliamSe@joburg.org.za</a> - 083 256 4862</b></p>

**N.B. Quotations submitted by Contractors not included in POP 02/2018: Panel of Contractors under CIDB grading of 3 GB 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- ADVERTIMENT RFQ 90/2021

**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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## 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
RE- ADVERT 90/2021	02 JUNE 2021
CONTACT PERSON	
NAME:	Lungelo T. Ramatselela
TEL No:	010 219 9222/079 157 3981

**Submission Deadline:**

**10 JUNE 2021**

**Submission Time:**

**10H30AM**

**VALIDITY OF RFQ: 60 DAYS**





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## SCOPE OF WORK

The Bidder will be required to assemble a team of professionals and Contract for the following:

- Construction, supervision and monitoring by a registered Professional Engineer/Technologist and sign-off the finalized construction works in accordance with the design specification.
- Construct the boundary wall in accordance with the design and specification.
- The Boundary wall should meet the specification and design requirements as detailed in the original design drawing.

The bidder will be required to produce:

- Certificate of Compliance from Registered Professional Engineer/Technologist inspecting the construction of the boundary wall.
- Approval of test results i.e. soil test, concrete mix design, mortar and bricks
- Progress Reports.
- Close-out report.
- H&S Certificate of Compliance.

**Locality:** Construction Work will be done at the Lehae Public Transport Facility.

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

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

### EVALUATION CRITERIA

#### **STAGE 1: Technical Evaluation (Functionality)**

At this 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.

FUNCTIONALITY	WEIGHT
<b>PROPOSED METHODOLOGY AND APPROACH - MAXIMUM WEIGHT = 30 POINTS</b>	<b>30</b>



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<p>Detail the proposed methodology and approach relevant to the scope of the project that the Contractor intends to follow (construction – general building works) – <b>30 points</b></p> <ol style="list-style-type: none"> <li>1. A detailed and methodical approach the bidder intends to follow when engaging identified Stakeholders, addressing how the stakeholders will be managed during the projects run. <b>(15 points)</b></li> <li>2. Demonstrate an understanding of the project, identify risks (Interference/ Acts of God/Community) and provide mitigation strategies the bidder intends to follow to ensure the project is delivered in a timely manner <b>(10 points)</b></li> <li>3. Work plan with mile stones <b>(5 points)</b></li> </ol> <p><b>NB: PROGRAM PLAN MUST BE CONFINED WITHIN THE PROJECT PERIOD AS STATED IN THE MBD 10, FAILURE TO CONFORM TO THE PROJECT PERIOD WILL RESULT IN 0 POINTS</b></p>		
<p>Provide company experience in previously completed Contracting services with references and signed letters from clients on the client letterhead = <b>30 POINTS</b></p> <p><b>COMPANY EXPERIENCE AND REFERENCES (MAXIMUM WEIGHT = 10 POINTS)</b></p> <p><b>Points will be scored on the following basis:</b></p> <ul style="list-style-type: none"> <li>• Provide 10 or more signed letters of reference of completed similar or relevant projects since inception of the firm <b>(10 points)</b></li> <li>• Provide 8 - 9 signed letters of reference of completed similar or relevant projects since inception of the firm <b>(8 points)</b></li> <li>• Provide 6 – 7 signed letters of reference of completed similar or relevant projects since inception of the firm <b>(6 points)</b></li> <li>• Provide 4 - 5 signed letters of reference of completed similar or relevant projects since inception of the firm <b>(4 points)</b></li> <li>• Provide 1 - 3 signed letters of reference of completed similar or relevant projects since inception of the firm <b>(2 points)</b></li> <li>• Provision of incomplete or unsigned letters of reference or incomplete letters of reference or letters which do not indicate completed work in Contracting. <b>(0 points)</b></li> </ul>	<p><b>30</b></p>	



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**TOTAL VALUE OF PROJECT EARNED IN CONTRACTING (CONSTRUCTION- GENERAL BUILDING) OR SIMILAR/RELEVANT OF PAST AND CURRENT PROJECTS BY THE BIDDING ENTITY SINCE INCEPTION OF THE FIRM (MAXIMUM WEIGHT = 10 POINTS)**

Points will be scored on the following basis:

- Above R30 Million **(10 points)**
- R 20 Million – R 30 Million **(7 points)**
- R 10 Million - R 20 Million **(4 points)**
- Below R10 million **(0 points)**

**NB : THE TOTAL VALUE OF COMPLETED PROJECTS EARNED BY BIDDING ENTITY ON MBD 13 AS SUBSTANTIATED BY COMPLETION CERTIFICATES REFLECTING THE VALUE OF PROJECT**

**NUMBER OF PREVIOUSLY COMPLETED CONTRACTING (CONSTRUCTION – GENERAL BUILDING WORKS) OR SIMILAR/RELEVANT OF PAST AND CURRENT PROJECTS BY THE BIDDING ENTITY (MAXIMUM WEIGHT = 10 POINTS)**

Points will be scored on the following basis

- More than 10 completed similar or relevant projects with completion letters **(10 points)**
- 8 -9 completed similar or relevant projects of with completion letters **(8 points)**
- 6 -7 completed similar or relevant projects with completion letters **(6 points)**
- 4 -5 completed similar or relevant projects with completion letters **(4 points)**
- 1-3 completed similar or relevant projects with completion letters **(3 points)**

**NB: FAILURE TO SUBMIT COMPLETION LETTERS WILL RESULT IN BIDDER BEING SCORED 0 POINTS**

**RELEVANT EXPERIENCE AND QUALIFICATIONS OF THE 3 KEY PERSONNEL, WHICH WILL BE USED FOR EXECUTION OF THE PROJECT. THE TEAM SHOULD INCLUDE THE FOLLOWING SERVICES:**

- 1) Project Manager

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- 2) Registered Professional Civil and/or Structural Engineer/Technologist/Quantity Surveyor for producing COC and signing-off the construction works.

- 3) Social Facilitator

**Points to be scored on the following basis with attached CVs (18 points):**

- Organogram demonstrating key personnel relevant to this project = 2 point per personnel **(Maximum 6 points)**

- Qualifications of key personnel = 2 points per personnel **(Maximum 6 points)**

BSC Honours, Masters or equivalent in Structural, Design, Civil and Mechanical Engineering as well as Quantity surveying and Safety management = **2 points per personnel**

Diploma and B-Tech/Relevant Advanced Diploma in Structural, Design, Civil and Mechanical Engineering as well as Quantity surveying and Safety management = **1 points per personnel**

- Proof of registration/accreditation with regulated professional bodies & confirmation of good standing = 2 points per personnel **(Maximum 6 points)**

- Experience of each individual key personnel **(12 Points):**

- **Project Manager**

- 10 years and above (4 points)
- 3 – 9 years (2 point)
- 1 – 2 years (0 points)

- **Quantity surveyor**

- 10 years and above (4 points)
- 3 – 9 years (2 point)
- 1 – 2 years (0 points)

- **Civil engineer**

- 10 years and above (4 points)
- 3 – 9 years (2 point)
- 1 – 2 years (0 points)

- **Social Facilitator**

- 10 years and above (4 points)
- 3 – 9 years (2 point)
- 1 – 2 years (0 points)



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<p><b>CV'S (INCLUDING CERTIFIED COPIES OF QUALIFICATIONS) AND SIGNED LETTERS OF REFERENCE RELATING TO THE KEY PERSONNEL TO BE SUBMITTED TO SUBSTANTIATE ALL ACHIEVABLES RECORDED ON THE BID DOCUMENT. FAILURE TO SUBMIT THE EVIDENCE AS STIPULATED ABOVE WILL RESULT IN BIDDER BEING SCORED 0 POINTS</b></p>		
<p><b>Locality of operational office (10 points)</b></p> <ul style="list-style-type: none"> <li>- Within City of Johannesburg Metropolitan Municipality (10)</li> <li>- Gauteng province (5)</li> <li>- Outside Gauteng Province (0)</li> </ul> <p><b>NB: BIDDER SHALL ATTACH PROOF OF EXISTENCE OF AN OFFICE LOCATION SUCH AS INVOICES FOR MUNICIPAL RATES IN THE NAME OF THE BIDDER OR SIGNED LEASE AGREEMENT WITH THE LANDLORD.</b></p> <p><b>FAILURE TO ATTACH ANY OF THE TWO DOCUMENTS WILL LEAD IN THE BIDDER BEING SCORED 0 (ZERO POINTS) UNDER THE ASSUMPTION THAT THEY DO NOT HAVE OPERATIONAL OFFICES WITHIN THE GAUTENG PROVINCE.</b></p>	<p><b>10</b></p>	
<p><b>TOTAL</b></p>	<p><b>100</b></p>	

**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 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 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:

<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	
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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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ITEM NO.	DESCRIPTION	Unit Required	Date required	Delivery Period / Lead time	Price (Excluding Vat)	Total (Excluding Vat)
1	CONSTRUCTION OF A BOUNDARY WALL AT LEHAE PUBLIC TRANSPORT FACILITY. AS PER THE ATTACHED DESIGN AND BOQ	Prov Sum				
2						
<b>Grand Total</b>						

**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.

