



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 GRADE 1 GB SO EB OR 2GB SO EB 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	07 JUNE 2021
CLOSING DATE	14 JUNE 2021
CLOSING TIME	10H30 (TELKOM TIME)
RFQ NUMBER	RFQ 140/2021
JPC DEPARTMENT	FACILITIES MANAGEMENT
DESCRIPTION OF GOODS/SERVICES	REQUEST FOR QUOTATIONS FROM CONTRACTORS ON THE JPC'S PANEL OF SUB-CONTRACTOR (POP 02/2018) WITH CIDB GRADE 1 GB SO EB OR 2GB SO EB FOR THE REPAIRS AND MAINTAINANCE AT THE RANDBURG STORES
<b><u>SCOPE OF WORK</u></b>  1. Repair the concrete palisade slabs/ pre cast wall and install razor wire on top (SP) 2. Service the fire extinguishers and fire hoses (SP) 3. Repair, replace and rewire the electrical fluorescent tubes, globes and fittings in the offices and storage areas. (material is available e.g. globes, fluorescent tubes, wiring and fittings) 4. Replace globes on the outside floodlights. Use LED globes 5. Repair ceilings in the offices (SP) 6. Repair Roof leaks by replacing worn sheets or sealing leaking areas (SP) 7. Fit new industrial gutters and down pipes (SP) 8. Service the roll up doors (SP) 9. Look into possibility of installing a toilet and kitchenette in the guard room	
<b>COMPULSORY SITE BRIEFING SESSION</b>	<b>09 June 2021</b>  <b>Time 12:00 pm</b>



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	<p><b>Venue: Hans Schoeman Drive, Next to Randburg drivers' s testing station</b></p> <p><b>NB: Failure to attend the compulsory site briefing session will result in a disqualification.</b></p>
<b>RFQ SPECIFICATION FORMS/ DOCUMENTS AND PLANS ARE OBTAINABLE FROM:</b>	<p><a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a> and Notice Board</p>
<b>COMPULSORY REQUIREMENTS</b>	<p><b>Submission of all required documents</b></p> <ol style="list-style-type: none"> <li><b>1. CIDB GRADE 1 GB SO EB OR 2GB SO EB Certificate</b></li> <li><b>2. Central Supplier Database (CSD) registration forms and</b></li> <li><b>3. MBD 4, 8 and 9 forms</b></li> </ol> <p><b>Failure to submit the above will result in a disqualification.</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>Emmanuel Beans – 060 997 7149</b></p>

**N.B. Quotations submitted by Contractors not included in POP 02/2018: Panel of Contractors under CIDB GRADE 1 GB SO EB OR 2GB SO EB Certificate 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: RFQ 140/2021

**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 GRADE 1 GB SO EB OR 2GB SO EB 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.**



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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. 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 GRADE 1 GB SO EB OR 2GB SO EB 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**\_\_\_\_\_



**JOBURG**  
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 QUOTATION

**RFQ NUMBER**

**RFQ DATE**

**RFQ 140/2021**

**07 JUNE 2021**

#### CONTACT PERSON

**NAME:**

**EMMANUEL BEANS**

**TEL No:**

**060 997 7149**

**Submission Deadline:**

**14 JUNE 2021**

**Submission Time:**

**10H30AM**





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**VALIDITY OF RFQ: 60 DAYS**

**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 and below 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**

Quotations will be evaluated using a one-stage evaluation process.

**STAGE 1 (PRICE AND B-BBEE STATUS LEVEL OF CONTRIBUTION)**

**POINTS AWARDED FOR PRICE**

**THE 80/20 OR 90/10 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

$P_s$  = 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



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6	6
7	4
8	2
Non-Compliant contributor	0



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SIGNATURE OF BIDDER	
---------------------	--

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	REPAIRS AND MAINTAINANCE AT THE RANDBURG STORES					

**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.