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City of Joburg Property Company SOC Ltd.
Supply Chain Management

CLOSED REQUEST FOR QUOTATION PROCESS

NAME OF SERVICE PROVIDER: _____

**N.B. THIS REQUEST FOR QUOTATIONS (RFQ) IS ONLY ISSUED TO SERVICE PROVIDERS
APPROVED FOR INCLUSION IN PANEL 08/2019 FOR RECRUITMENT 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	29 JUNE 2021
CLOSING DATE	06 JULY 2021
CLOSING TIME	10H30 (TELKOM TIME)
DEPARTMENT	FINANCE
PANEL NUMBER	POP 08-2019
SCM NUMBER	RFQ 155-2021
DESCRIPTION OF GOODS/SERVICES	REQUEST FOR CVs FOR A TEMPORARY ACCOUNTANT FOR A PERIOD OF THREE (03) MONTHS
<u>SCOPE OF WORK</u> <ul style="list-style-type: none">• ATTACHED HERETO AS ANNEXURE "A"	
COMPULSORY BRIEFING SESSION	N/A
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	www.jhbproperty.co.za
COMPULSORY REQUIREMENTS	Submission of all required documents



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<u>SUBMISSION OF QUOTES:</u>	3 rd Floor Forum 1, Braampark 33 Hoofd Street Braamfontein 2017 Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted
ENQUIRIES:	rleseba@jhbproperty.co.za

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 155-2021

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 <i>A bidder with outstanding municipal rates for more than three months, without payment arrangement submitted with the bid document, will result in a bid being rejected in line with SCM Regulation 38 (1)(d)</i>	
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 <i>NB: All directors indicated in the CIPC must submit. Where a director/(s) with outstanding municipal rates for more than three months, without payment arrangement submitted with the bid document, will result in a bid being rejected in line with SCM Regulation 38 (1)(d)</i>	
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.	
12.	Copies of ID's for the Directors or Members of the Entity	
13.	CV's of the proposed candidates	

SIGNATURE _____

NAME _____

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION

1. Valid Tax Clearance Certificate or Pin number.
2. Latest copy of rates 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. Copies of ID's for the Directors or Members of the Entity.**
- 12. CV's of the proposed candidates**
- 13. Tax-compliant Central Supplier Data Base registration.**

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 155-2021	29 JUNE 2021
CONTACT PERSON	
NAME:	Refilwe Leseba
TEL No:	010 219 9000

Submission Deadline:

06 JULY 2021

Submission Time:

10H30AM

VALIDITY OF RFQ: 60 DAYS