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## OPEN TENDER PROCESS

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

### REQUEST FOR QUOTATIONS FOR GOODS AND SERVICES AT JPC

N.B. THIS REQUEST FOR QUOTATIONS (RFQ) IS ON ISSUED TO SERVICE PROVIDER WHO SPECIALIZE IN CLEANING SERVICES – CIDB GRADING OF 1GB & 2GB

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	08 JUNE 2021
CLOSING TIME	10H30 (TELKOM TIME)
RFQ NUMBER	RE-ADVERT RFQ 81/2021
JPC DEPARTMENT	FACILITIES MANAGEMENT
DESCRIPTION OF GOODS/SERVICES	REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER WHO SPECIALISES IN CLEANING FOR DEEP CLEANING OF CARPET TILES AND REPAIRS OF CARPET TILES THAT ARE PEELING OFF FROM THE FLOOR AT THE SOCIAL DEVELOPMENT OFFICES THAT WERE AFFECTED BY A WATER LEAKAGE AT ALEXANDRA MULTIPURPOSE COMMUNITY CENTRE (AMPCC)
<b>SCOPE OF WORKS</b> Deep cleaning and sanitize the Social Development Offices at Alexandra Multipurpose Community Centre (AMPCC) on behalf of the City of Joburg Property Company (SOC) Ltd	
COMPULSORY BRIEFING SESSION	04 JUNE 2021
ADDRESS	127- 8th Avenue, or corner Roosevelt Street and Eight Avenue, B Block First Floor at Alexandra Multi-Purpose Community Centre
CONTACT PERSON	

	<b>Time: 10H00</b>  <b>THEMBINKOSI DLAMINI ( 060 611 7160)</b>
<b>RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:</b>	<a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a>  AND THE JPC NOTICE BOARD
<b>COMPULSORY REQUIREMENTS</b>	<b>Submission of all required documents</b> <ol style="list-style-type: none"> <li>1. Attendance of a compulsory briefing session</li> <li>2. Submission of CIBD Grading 1 &amp; 2 GB</li> <li>3. Signed MBD 4, 8 &amp; 9</li> <li>4. CSD Report</li> </ol> <b>Failure to submit the above will result in a disqualification</b>
<b>RFQ SPECIFICATION FORMS/ DOCUMENTS WERE ISSUED ON THE JPC WEBSITE AND NOTICE BOARD</b>	<b>Issued on the JPC Website and JPC Notice Board</b>
<b><u>SUBMISSION OF QUOTES:</u></b>	1 <sup>st</sup> 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
<b>CLOSING DATE:</b>	<b>08 June 2021</b>
<b>CLOSING TIME:</b>	10H30 AM
<b>ENQUIRIES:</b>	Thembinkosi Dlamini  <b>060 611 7160</b>

**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:** 81/2021

***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 & 9: Certificate of Independent Bid Determination. (Attached)	
6.	MBD 6.4: Local Content (Attached) (IF REQUIRED)	
7.	Certified Copy of BBBEE certificate.	
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.	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)	
15.	1GB & 2GB ONLY	
16.	Professional Indemnity	



City of Joburg Property Company SOC Ltd.  
Supply Chain Management

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

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

**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 9 form (Certificate of Independent Bid Determination) must be signed completed and submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation will be disqualified.
- 5. MBD 8 form (Declaration & Bidders Management Practices) past supply chain must be signed and completed.
- 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 & 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 Data Base registration.**
14. **CIDB 1GB AND 2GB ONLY**

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

## 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. ***On award the bidder has 5 days to complete the required task***
10. ***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

1. I certify that the information supplied is correct and I have read and understood the JPC General Conditions and Policies and Procedures and accept the same.
2. 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 QUOTATION	
RFQ NUMBER	RFQ DATE
81/2021	02 June 2021
CONTACT PERSON	
NAME:	Thembinkosi Dlamini
TEL No:	060 611 7150

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

**08 JUNE 2021**

**Submission Time:** \_\_\_\_\_

**10H30AM**

**VALIDITY OF RFQ: 60 DAYS**



## 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**

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**

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

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



City of Joburg Property Company SOC Ltd.  
Supply Chain Management

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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:** \_\_\_\_\_

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

**REQUEST FOR QUOTATION (RFQ) NUMBER:** \_\_\_\_\_

**SPECIFICATIONS / SCOPE OF WORK:**

**REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER WHO SPECIALIZE IN CLEANING FOR DEEP CLEANING OF CARPET TILES AND REPAIRS OF CARPET TILES THAT ARE PILLING OFF FROM THE FLOOR AT THE SOCIAL DEVELOPMENT OFFICES THAT WERE AFFECTED BY WATER LEACKAGE AT ALEXANDRA MULTIPURPOSE COMMUNITY CENTRE (AMPCC)**

**SEE ATTACHED MBD 4, 8 AND 9**

ITEM NO.	DESCRIPTION	Quantity Required	Date required	Delivery Period / Lead time	Price (Excluding Vat)	Total (Excluding Vat)
1	THE DEEP CLEANING SERVICE FOR THE ALEXANDRA MULTIPURPOSE COMMUNITY CENTRE THE QUOTATION NEEDS TO BE ON THE COMPANY LETTER HEAD AND SIGNED					
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**

*The appointment will be effective from.....until .....*

**NB. The Bidder must have a CIDB Grading of ..... and above.**

**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.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.

