

OPEN REQUEST FOR QUOTATION PROCESS

NAME OF SERVICE PROVIDER: _____

REQUEST FOR QUOTATIONS FOR GOODS AND 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	30 JUNE 2021
CLOSING DATE	07 JULY 2021
CLOSING TIME	10H30 (TELKOM TIME)
RFQ NUMBER	RFQ 154/2021
DEPARTMENT	FACILITIES MANAGEMENT
BUILDING	METRO LINK
PANEL NUMBER	NONE
DESCRIPTION OF GOODS/SERVICES	Appointment of a service provider to conduct an assessment and provide an air quality report for the Metro Link
<u>SCOPE OF WORKS</u>	
REPORT ON QUALITY TESTING	
COMPULSORY BRIEFING SESSION	<p>02 July 2021 at 13h00</p> <p>Metro Centre 158 Civic Boulevard Building Managers Office A-Level (next to the security office)</p> <p>Please note that COVID restrictions will apply (50 people per session)</p>
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	www.jhbproperty.co.za
COMPULSORY REQUIREMENTS	<p>Submission of all required documents:</p> <ul style="list-style-type: none"> - Valid CSD certificate - MBD 4, MBD 8 and MBD 9

<p>DISQUALIFICATION CRITERIA</p>	<ul style="list-style-type: none"> • Non-signature of the declaration of the bidder's past Supply Chain MBD 4, 8. • Non-signature of Certificate of Independent Bid Determination in MBD 9. • Submission of a valid CSD certificate. • Non-attendance of the compulsory briefing session. <p>Submission of:</p> <ul style="list-style-type: none"> • Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the individual/Proof that acknowledgements or arrangements have been made to settle arrears/Affidavit stating why an up-to-date municipal account cannot be submitted. • Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Entity/Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up-to-date municipal account cannot be submitted. <p>NB: Failure to comply with the above will result in the bid not being evaluated for Stage 1 (Being disqualified)</p>
<p><u>SUBMISSION OF QUOTES:</u></p>	<p>Front reception Forum 1 Block B, Braampark 33 Hoofd Street Braamfontein 2017</p> <p>Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted</p>
<p>ENQUIRIES:</p>	<p>Bernine Strydom 082 464 9574 bstrydom@jhbproperty.co.za</p>

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 154/2021

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 bidders past supply chain management practices (attached)	
6.	MBD 9: Certificate of Independent Bid Determination. (Attached)	
7.	MBD 6.4: Local Content (Attached) (IF REQUIRED)	
8.	Certified Copy of BBBEE certificate.	
9.	Valid Tax Clearance Certificate or Pin number	
10.	Empowerment Plan and employment statistics (youth, women and people with disabilities)	
11.	All alterations must be signed.	
12.	Quotation is signed	
13.	UIF	
14.	Copies of ID's for the Directors or Members of the Entity	
15.	Copies of ID's for the employees of the Entity and employment contracts	
16.	Central Supplier Data Base registration (CSD)	
17.	Works Insurance and Public liability insurance	
18.	Affiliation / Registration with Professional bodies	

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 8 form (Declaration of bidders 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.**
- 7. Both the MBD 4 & 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. UIF.**
- 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.**
- 15. Affiliation / Registration with Professional bodies**

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. **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

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: _____

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 154/2021	30 JUNE 2021
CONTACT PERSON	
NAME:	Bernine Strydom
TEL No:	082 464 9574

Submission Deadline: _____

7 JULY 2021

Submission Time: _____

10H30AM

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 000-00 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

THE BIDS WILL BE EVALUATED ON PRICE AND BEE

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

Where

Ps = Points scored for comparative price of bid under consideration.

Pt = Comparative price of bid under consideration

Pmin = 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

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: RFQ 154/2021

PRICE SCHEDULE

ITEM No	DESCRIPTION	PRICE EXCLUDING VAT
1	Conduct an assessment and provide air quality report for the Metro Link	
2	Excluding Vat @ 15%	
Grand Total		

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.