

OPEN REQUEST FOR QUOTATION (RFQ) PROCESS

SERVICE PROVIDER NAME: _____

REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR JPC

JPC requests your proposals on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your proposals on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

DATE OF RE-ADVERT	15 JULY 2021
CLOSING DATE	23 JULY 2021
RFQ NUMBER:	49/2021
BUILDING	METRO CENTRE 158 CIVIC BOULEVARD
DESCRIPTION OF GOODS/SERVICES	REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR PEST CONTROL SERVICES AT METRO CENTRE FOR A PERIOD OF TWO (2) MONTHS

SCOPE OF WORK AND BACKGROUND

The following services are requirement and regulated by the Occupational Health and Safety Act 85 of 1993 and the Fertilizers, Farm Feeds, Agricultural Remedies and stock Remedies Act 26 of 1947, The pest control services are to be executed monthly or as required in all area of the building to prevent infestation of rodents and insects

The pest control services are required to eliminate and/or prevent pest issues that might cause infestation and diseases to staff based in the building

Fumigation Type	No of bait boxes	Services	Unit Price	Total Price
Spraying of odorless insecticides at all area inside building and basement	Once per month (inside the building)	Minimum monthly		

Supply and Service of bait boxes for offices(inside building card board)	500	Minimum monthly		
Service only bait boxes for exterior of building and parking (card board)	150	Minimum monthly		
RFQ SPECIFICATION FORMS/ DOCUMENTS WERE SENT VIA EMAIL	The JPC Website – www.jhbproperty.co.za and JPC Notice Board			
	OR			
	FROM	3 st Floor, Forum 1 Braam Park 33 Hoofd Street Braamfontein 2017		
<u>COMPULSORY REQUIREMENTS</u>				
The technicians who will be assigned to the site must also be registered and possess valid Pest Control Operation Licenses (structural pest control)				
Submission of all required documents				
<div>➤ Valid VAT</div> <div>➤ Valid CSD Central Supplier Database</div> <div>➤ Pest Control Operators/s License</div>				
Failure to attached the required document will result in automatically disqualified				
<u>SUBMISSION OF QUOTES:</u>	3 st Floor Forum 1, Braampark 33 Hoofd Street Braamfontein 2017			

	Submissions must be deposited into the RFQ Box at the Reception area. No emailed submissions will be accepted.
TIME: CLOSING DATE	23 JULY 2021 10:30
ENQUIRIES:	Bernine Strydom 011 407 6787/082 464 9574

Proposals 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 & JPC's Supply Chain Management Policies and Procedures

CHECKLIST

SCM NO: RFQ49/2021

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:	
6.	MBD 9: Certificate of Independent Bid Determination. (Attached)	
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.	UIF	
13.	Copies of ID's for the Directors or Members of the Entity	
14.	Copies of ID's for the employees of the Entity and employment contracts	
15.	Central Supplier Data Base registration (CSD)	
16.	The technicians who will be assigned to the site must also be registered and possess valid Pest Control Operation Licenses (structural pest control)	

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 completed and submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation will be disqualified.

5. 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.
6. Both the MBD 4 ,8 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4 ,8 & 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. 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. The technicians who will be assigned to the site must also be registered and possess valid Pest Control Operation Licenses (structural pest control)

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 QUOTATIOSS	
RFQ NUMBER	RFQ DATE
RFQ49/2021	15 JULY 2021
CONTACT PERSON	
NAME:	BAFANA ZWANE/BERNINE
TEL No:	011 407 6787/082 464 9574

Submission Deadline:

23 JULY 2021

Submission Time:

10H30AM

VALIDITY OF RFQ: 60 DAY

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.

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



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SIGNATURE OF BIDDER

CAPACITY

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

REQUEST FOR QUOTATION (RFQ) NUMBER: RFQ49/2021

SPECIFICATIONS / SCOPE OF WORK:

REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR PEST CONTROL SERVICES AT METRO CENTRE FOR A PERIOD OF TWO (2) MONTHS

- a) See above from page 1 to 2.
- b) See MBD 4,8 and 9 forms



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PRICE SCHEDULE

Fumigation Type	No of bait boxes	Services	Unit Price	Total Price
Spraying of odorless insecticides at all area inside building and basement	Once per month (inside the building)	Minimum monthly		
Supply and Service of bait boxes for offices (inside building card board)	500	Minimum monthly		
Service only bait boxes for exterior of building and parking (card board)	150	Minimum monthly		
(Excluding VAT) at 15%				
Grand Total for two months				



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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.

Vendors not registered for Value Added Tax with SARS will be treated