CLOSED TENDER 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 PROFESSIONALS APPROVED FOR INCLUSION IN THE JPC PANEL OF PROFESSIONALS OF SUB-CONTRACTORS (POP 14/ 2015) UNDER THE FOLLOWING CATEGORY:

1GB________________________________________

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

<table>
<thead>
<tr>
<th>DATE OF ISSUE</th>
<th>16 NOVEMBER 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSING DATE</td>
<td>23 NOVEMBER 2018</td>
</tr>
<tr>
<td>CLOSING TIME</td>
<td>10H30AM (TELKOM TIME)</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>FACILITIES MANAGEMENT</td>
</tr>
<tr>
<td>SCM NUMBER</td>
<td>SCM 17997</td>
</tr>
<tr>
<td>PANEL NUMBER</td>
<td>POP14/2015 SUB-CONTRACTORS</td>
</tr>
</tbody>
</table>

DESCRIPTION OF GOODS/SERVICES
The Supply Chain Management Unit hereby requests proposals from the panel of under POP 14 / 2015 for Sub Contractors on behalf of City of Joburg Property company SOC Ltd (JPC)

COMPULSORY SITE BRIEFING SESSION
Please note that there will be a site briefing Session held on 20 Nov 2018 at Roodepoort Civic Centre

Quotations submitted by Professionals or Service Providers not included in POP 14/2015- Panel of Professionals will not be considered.
<table>
<thead>
<tr>
<th>RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:</th>
<th>FROM:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPULSORY REQUIREMENTS</td>
<td>Submission of all required documents</td>
</tr>
</tbody>
</table>
| SUBMISSION OF QUOTES:                                  | 1st Floor  
Forum 2, Braam Park  
33 Hoofd Street  
Braamfontein  
2017  
Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted |
| ENQUIRIES:                                             | Dheeran Ramdhari (083 272 1592) |

N.B. Quotations submitted by Professionals or Service Providers not included in POP 14/2015- Panel of Subcontractors 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.
CHECKLIST

RFQ/ RFP NR: SCM 17997

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.

<table>
<thead>
<tr>
<th>No</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Certified Copy of Company Registration Document</td>
</tr>
<tr>
<td>2</td>
<td>Rates &amp; Taxes Account for Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the Commissioner of Oaths/ Arrangements letter</td>
</tr>
<tr>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>4</td>
<td>Declaration on State of Municipal Account (Attached)</td>
</tr>
<tr>
<td>5</td>
<td>MBD 4: Declaration of Interest (Attached)</td>
</tr>
<tr>
<td>6</td>
<td>MBD 9: Certificate of Independent Bid Determination. (Attached)</td>
</tr>
<tr>
<td>7</td>
<td>MBD 6.4: Local Content (Attached) (IF REQUIRED)</td>
</tr>
<tr>
<td>8</td>
<td>Certified Copy of BBBEE certificate.</td>
</tr>
<tr>
<td>9</td>
<td>Valid Tax Clearance Certificate or Pin number</td>
</tr>
<tr>
<td>10</td>
<td>Empowerment Plan and employment statistics (youth, women and people with disabilities)</td>
</tr>
<tr>
<td>11</td>
<td>All alterations have been signed.</td>
</tr>
<tr>
<td>12</td>
<td>Quotation is signed</td>
</tr>
<tr>
<td>13</td>
<td>COID registration</td>
</tr>
<tr>
<td>14</td>
<td>UIF</td>
</tr>
<tr>
<td>15</td>
<td>Copies of ID’s for the Directors or Members of the Entity</td>
</tr>
<tr>
<td>16</td>
<td>Copies of ID’s for the employees of the Entity and employment contracts</td>
</tr>
<tr>
<td>17</td>
<td>Copies of pay slips for employees</td>
</tr>
<tr>
<td>18</td>
<td>Central Supplier Data Base registration (CSD)</td>
</tr>
</tbody>
</table>

Quotations submitted by Professionals or Service Providers not included in POP 14/2015- Panel of Professionals will not be considered.
19. CIDB Grading of …… or above
20. Construction program and cash flow
21. Works Insurance and Public liability insurance
22. Original Bank confirmation letter
23. Company registration documents
24. Affiliation / Registration with Professional bodies
25. Professional Indemnity insurance

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.

Quotations submitted by Professionals or Service Providers not included in POP 14/2015- Panel of Professionals will not be considered.
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 & 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. COIDA.

12. Professional Indemnity insurance

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.

16. CIDB Grading of ............or above.

17. Construction program and cash flow.

18. Works Insurance and Public liability insurance


20. Affiliation / Registration with Professional bodies

**PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED**

Quotations submitted by Professionals or Service Providers not included in POP 14/2015- Panel of Professionals will not be considered.
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____________________________________

Quotations submitted by Professionals or Service Providers not included in POP 14/2015- Panel of Professionals will not be considered.
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: ________________________________________________

Quotations submitted by Professionals or Service Providers not included in POP 14/2015 - Panel of Professionals will not be considered.
SUPPLY CHAIN MANAGEMENT
P.O. BOX 31565
BRAAMFONTEIN
2017
VAT. NO: 4010194266/4760117194

BIDDER: ________________________

TEL: ________________________

FAX: ________________________

NAME: Dheeran Ramdhari

TEL No: 083 272 1592

REQUEST FOR QUOTATIONS

RFQ NUMBER | RFQ DATE
------------|--------
RFQ SCM 17997 | 16 Nov 2018

PLEASE NOTE THAT YOU MUST BE REGISTERED ON THE JPC SUPPLIER DATABASE

Submission Deadline: 23 November 2018
Submission Time: 10H30AM

Quotations submitted by Professionals or Service Providers not included in POP 14/2015- Panel of Professionals will not be considered.
VALIDITY OF RFP: 30 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.

EVALUATION CRITERIA
Quotations will be evaluated using a two stage evaluation process as follows:

STAGE 1 PRICE AND BEE ONLY

STAGE 2 (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

\[
Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)
\]

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

Quotations submitted by Professionals or Service Providers not included in POP 14/2015- Panel of Professionals will not be considered.
Quotations submitted by Professionals or Service Providers not included in POP 14/2015- Panel of Professionals will not be considered.

### POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

Points will be allocated as follows:

<table>
<thead>
<tr>
<th>B-BBEE status Level of Contributor</th>
<th>Number of Points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-Compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

City of Joburg Property Company SOC Ltd.
Supply Chain Management
Quotations submitted by Professionals or Service Providers not included in POP 14/2015 - Panel of Professionals will not be considered.

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

REQUEST FOR QUOTATION (RFQ) NUMBER: SCM 17997
**SPECIFICATIONS / SCOPE OF WORK:**

- LEAKING ROOF

**PRICE**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>Quantity Required</th>
<th>Date required</th>
<th>Delivery Period / Lead time</th>
<th>Price (Excluding Vat)</th>
<th>Total (Excluding Vat)</th>
</tr>
</thead>
</table>

Quotations submitted by Professionals or Service Providers not included in POP 14/2015- Panel of Professionals will not be considered.
Quotations submitted by Professionals or Service Providers not included in POP 14/2015 - Panel of Professionals will not be considered.

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City of Joburg Property Company SOC Ltd.
Supply Chain Management

<table>
<thead>
<tr>
<th></th>
<th>KINDLY QUOTE PER SITE: EG THE QUOTATION NEEDS TO BE ON THE COMPANY LETTER HEAD AND SIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**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**

The appointment will be effective from 24 Nov 2018 until TBA

**NB. The Bidder must have a CIDB Grading of 1GB 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.

Quotations submitted by Professionals or Service Providers not included in POP 14/2015- Panel of Professionals will not be considered.
Quotations submitted by Professionals or Service Providers not included in POP 14/2015- Panel of Professionals will not be considered.