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.

<table>
<thead>
<tr>
<th>DATE OF ISSUE</th>
<th>26 OCTOBER 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>JOBURG PROPERTY COMPANY</td>
</tr>
<tr>
<td>RFQ NUMBER:</td>
<td>SCM 17804</td>
</tr>
<tr>
<td>PANEL (POP13/2015)</td>
<td>APPOINTMENT OF A SERVICE PROVIDER FROM POP 13/2015 PANEL OF PROFESSIONALS</td>
</tr>
<tr>
<td></td>
<td>DELIVERY OF STATIONERY</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES</td>
<td>DELIVERY OF STATIONERY</td>
</tr>
<tr>
<td>1. 1500 SUSPENSION FILE A4 SIZE (280gsm)</td>
<td></td>
</tr>
<tr>
<td>2. 500 SUSPENSION FILE FOOLSCAP SIZE (280gsm)</td>
<td></td>
</tr>
<tr>
<td>TIME: CLOSING DATE</td>
<td>10h30</td>
</tr>
<tr>
<td></td>
<td>02 November 2018</td>
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</tbody>
</table>

The JPC Website – [www.jhbproperty.co.za](http://www.jhbproperty.co.za)

OR

1st Floor, Forum 2
Braam Park
33 Hoofd Street
Braamfontein
2017
City of Joburg Property Company SOC Ltd.
Supply Chain Management

Submission of all required documents
 Valid VAT Certificate
 CSD Registration Documents

Compulsory Briefing Session Date
N/A

SUBMISSION OF QUOTES:

Submissions must be deposited into the RFQ Box at the Reception area. No emailed submissions will be accepted.

TIME:  CLOSING DATE
10h30
02 November 2018

ENQUIRIES:  
tdlamini@jhbproperty.co.za

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

RFQ NR:  SCM 17804

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>✓</td>
<td></td>
</tr>
</tbody>
</table>

2
1. Certified Copy of Company Registration Document
2. Rates & Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS
3. Rates and Taxes Invoice for All the Directors or Members of the Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS
4. Declaration on State of Municipal Account (Attached)
5. MBD 4: Declaration of Interest (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. Tax Clearance Certificate
10. All alterations have been signed.
11. Quotation is signed.

SIGNATURE__________________________________

NAME__________________________________________

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

COMPULSORY REQUIREMENTS

1. Valid Tax clearance or SARS pin number

Please note that copies of tax clearance certificates or SARS pin numbers are not valid as per SARS and they will not be accepted by JPC. Failure to provide the 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 proposal 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 & 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. 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 ABOVE MENTIONED 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: 4010194266/4760117194

<table>
<thead>
<tr>
<th>BIDDER:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL:</td>
<td>CONTACT PERSON</td>
<td></td>
</tr>
<tr>
<td>FAX:</td>
<td>NAME:</td>
<td>AS PER ABOVE DETAILS</td>
</tr>
<tr>
<td>Your Vendor Number With Us:</td>
<td>TEL No:</td>
<td>AS PER ABOVE DETAILS</td>
</tr>
</tbody>
</table>

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

Submission Deadline: 02 November 2018  
Submission Time: 10H30AM

**VALIDITY OF RFQ: 30 DAYS**

<table>
<thead>
<tr>
<th>OFFICE USE ONLY:</th>
<th>PRICE/S TO BE VAT EXCLUSIVE</th>
<th>Please submit all Quotations to the fax number stated above</th>
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</thead>
<tbody>
<tr>
<td>RFP'S below 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.</td>
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</tbody>
</table>

Points will be allocated as follows:

| Points for price: | 80 |
| Points for B-BBEE (Max of 20): | 20 |

<table>
<thead>
<tr>
<th>B-BBEE Status Level Contributor</th>
<th>Number of points (80/20 system)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
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<tr>
<td>3</td>
<td>16</td>
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<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>
<tr>
<td><strong>Maximum</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>
PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.

SCM 17804
**SCOPE OF WORK:**

AS PER ATTACHED

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