# CLOSED REQUEST FOR QUOTATION 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 SUBCONTRACTORS APPROVED FOR INCLUSION IN THE JPC PANEL OF SUBCONTRACTORS (POP 02/2018) UNDER THE FOLLOWING CATEGORY: 1 GB**

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.

<table>
<thead>
<tr>
<th><strong>DATE OF ISSUE</strong></th>
<th>26 April 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLOSING DATE</strong></td>
<td>03 May 2019</td>
</tr>
<tr>
<td><strong>CLOSING TIME</strong></td>
<td>10H30AM (TELKOM TIME)</td>
</tr>
<tr>
<td><strong>RFQ NUMBER</strong></td>
<td>POP02/2019DTS137</td>
</tr>
<tr>
<td><strong>DEPARTMENT</strong></td>
<td>JOBURG PROPERTY COMPANY</td>
</tr>
<tr>
<td><strong>PANEL NUMBER</strong></td>
<td>POP02/2018 PANEL OF SUBCONTRACTORS</td>
</tr>
<tr>
<td><strong>DESCRIPTION OF GOODS/SERVICES</strong></td>
<td>APPOINTMENT OF A SERVICE PROVIDER FROM JPC PANEL OF SUB-CONTRACTORS (POP 02/2018) TO SUPPLY AND DELIVER 137-DAISY SANDTON AND TELJOY HOUSE BUILDING MIDRAND</td>
</tr>
</tbody>
</table>

### SCOPE OF WORK

**137-DAISY SANDTON AND TELJOY HOUSE BUILDING MIDRAND**

- 15x Flourescent Fitting 1500mm DBL
- 8x Ballast 3x36w TRP Electronic
- 100x Toggle Spring 5mm No Screw

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.
- 100x Screws M5X 75mm csk
  **137-DAISY STREET SANDTON**

- Request for the locksmith at CRUM Admin Region E (137- Daisy Street)
  Joseph 082 609 7344

| COMPULSORY BRIEFING SESSION | 30 April 2019  
Place :137- Daisy Street  
Time:10:00  
Contact Person  
Joseph :cell 082 609 7344 |
|-----------------------------|-----------------------------------------------|
| RFQ SPECIFICATION FORMS/  
DOCUMENTS ARE OBTAINABLE  
FROM: | [www.jhbproperty.co.za](http://www.jhbproperty.co.za) |
| COMPULSORY REQUIREMENTS | Submission of all required documents |
| SUBMISSION OF QUOTES: | 1st Floor  
Forum 2, Braampark  
33 Hoofd Street  
Braamfontein  
2017  
Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted |
| ENQUIRIES: | 010 219 9000 |

N.B. Quotations submitted by Service Providers not included in POP 02/2018- Panel of Subcontractor specify grading 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

POP02/2019DTS137

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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Certified Copy of Company Registration Document</td>
<td>✓</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>
<td></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>
<td></td>
</tr>
<tr>
<td>4</td>
<td>MBD 4: Declaration of Interest (Attached)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>MBD 9: Certificate of Independent Bid Determination. (Attached)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>MBD 6.4: Local Content (Attached) (IF REQUIRED)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Certified Copy of BBBEE certificate.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Valid Tax Clearance Certificate or Pin number</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Empowerment Plan and employment statistics (youth, women and people with disabilities)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>All alterations must be signed.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Quotation is signed</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>UIF</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Copies of ID’s for the Directors or Members of the Entity</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Copies of ID’s for the employees of the Entity and employment contracts</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Central Supplier Data Base registration (CSD)</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Works Insurance and Public liability insurance</td>
<td></td>
</tr>
</tbody>
</table>

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.
Quotations submitted by Service Providers not included in POP 02/2018 will not be considered.

17. Affiliation / Registration with Professional bodies
18. Professional Indemnity

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.

Quotations submitted by Service Providers not included in POP 02/2018 will not be considered.
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 & 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. Works Insurance and Public liability insurance

16. 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 Service Providers not included in POP 02/2018- 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.**

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.
9. QUOTATIONS SUBMITTED THROUGH FAX/EMAIL WILL BE AUTOMATICALLY DISQUALIFIED.

I HEREWITHE 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: _____________________________________________

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.
SUPPLY CHAIN MANAGEMENT
P.O. BOX 31565
BRAAMFONTEIN
2017

VAT. NO: 4010194266

<table>
<thead>
<tr>
<th>BIDDER:</th>
<th>REQUEST FOR QUOTATION SS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RFQ NUMBER</td>
</tr>
<tr>
<td>POP02/2019DTS137</td>
<td>26 April 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME: Joseph</td>
</tr>
<tr>
<td>TEL No: 010 219 9000</td>
</tr>
</tbody>
</table>

Submission Deadline: 03 May 2019
Submission Time: 10H30AM

VALIDITY OF RFQ: 30 DAY

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.
Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.

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:

<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>
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<tr>
<td>4</td>
<td>12</td>
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<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>
Quotations submitted by Service Providers not included in POP 02/2018 will not be considered.

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

POP02/2019DTS137 ________________________
SPECIFICATIONS / SCOPE OF WORK:

As above

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 Service Providers not included in POP 02/2018- will not be considered.
KINDLY QUOTE PER SITE: 
THE QUOTATION NEEDS TO BE ON THE COMPANY LETTER HEAD AND SIGNED

1

2

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.

Quotations submitted by Service Providers not included in POP 02/2018 will not be considered.