OPEN REQUEST FOR QUOTATION (RFQ) PROCESS

NAME OF SERVICE PROVIDER: ____________________________

REQUEST FOR QUOTATIONS FOR GOODS AND SERVICES AT JPC

N.B. THIS REQUEST FOR QUOTATIONS (RFQ) IS FOR THE SUPPLY AND DELIVERY OF CLEANING MATERIAL

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>DATE OF ISSUE</th>
<th>13 AUGUST 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSING DATE</td>
<td>20 AUGUST 2019</td>
</tr>
<tr>
<td>CLOSING TIME</td>
<td>10H30AM (TELKOM TIME)</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>JPC</td>
</tr>
<tr>
<td>SCM NUMBER</td>
<td>SCM 18643 Public Convenience</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES</td>
<td>SUPPLY AND DELIVERY OF CLEANING MATERIAL</td>
</tr>
</tbody>
</table>

NON COMPULSORY BRIEFING SESSION

Address and Time
1st Floor
Forum 2, Braam Park
33 Hoofd Street
Braamfontein
2017
Time:1 Date: 19 August 2019

RFQ SPECIFICATION FORMS/DOCS ARE OBTAINABLE FROM:

www.jhbproperty.co.za

1
<table>
<thead>
<tr>
<th>COMPULSORY REQUIREMENTS</th>
<th>Submission of all required documents</th>
</tr>
</thead>
</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:              | Martin Mokole 010 219 9186  
mmokole@jhbproperty.co.za  
Thabani Dlamini 010 219 9076  
tdlamini@jhbproperty.co.za |

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: SCM 18646 Public Convenience
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</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>Copy of Lease Agreement OR Affidavit Certified by the Commissioner of</td>
</tr>
<tr>
<td></td>
<td>Oaths/ Arrangements letter</td>
</tr>
<tr>
<td>4</td>
<td>MBD 4: Declaration of Interest (Attached)</td>
</tr>
<tr>
<td>5</td>
<td>MBD 9: Certificate of Independent Bid Determination. (Attached)</td>
</tr>
<tr>
<td>6</td>
<td>MBD 6.4: Local Content (Attached) (IF REQUIRED)</td>
</tr>
<tr>
<td>7</td>
<td>Certified Copy of BBBEE certificate.</td>
</tr>
<tr>
<td>8</td>
<td>Valid Tax Clearance Certificate</td>
</tr>
<tr>
<td>9</td>
<td>Quotation is signed</td>
</tr>
<tr>
<td>10</td>
<td>Copies of ID’s for the Directors or Members of the Entity</td>
</tr>
<tr>
<td>11</td>
<td>Central Supplier Data Base registration (CSD)</td>
</tr>
</tbody>
</table>

SIGNATURE_____________________________________

NAME_________________________________________

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

1. Valid Original tax clearance.

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 (unless a written proof from Municipality can be submitted, that arrangements have been made with the respective bidder)

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 proposal 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. Copies of ID’s for the Directors or Members of the Entity.
11. Central Supplier Data Base registration.

PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE PROPOSALS 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 National Treasury Centralised Supplier Database (CSD). JPC is dealing only with the registered and accredited suppliers on the CSD.

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**

6
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
### BIDDER:

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### TEL:

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### FAX:

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Your Vendor Number With CSD:

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### REQUEST FOR QUOTATIONS

<table>
<thead>
<tr>
<th>RFQ NUMBER</th>
<th>RFQ DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCM 18643 Public Convenience</td>
<td>13 AUGUST 2019</td>
</tr>
</tbody>
</table>

### CONTACT PERSON

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Martin Mokole Thabani Dlamini</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL No:</td>
<td>010 291 9186</td>
</tr>
<tr>
<td></td>
<td>010 219 9076</td>
</tr>
</tbody>
</table>

### Submission Deadline:

20 AUGUST 2019

### Submission Time:

10H30AM

### VALIDITY OF RFQ: 30 DAY

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### 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 only stage one evaluation process as follows:

#### STAGE 1 (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:

\[ P_s = 80 \left( 1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right) \]

Where

\( P_s = \) Points scored for comparative price of bid under consideration
\( P_t = \) Comparative price of bid under consideration
\( P_{\text{min}} = \) Comparative price of lowest acceptable bid

**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>
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<tr>
<td>4</td>
<td>12</td>
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<td>5</td>
<td>8</td>
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<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>
**SIGNATURE OF BIDDER**

**CAPACITY**

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

**REQUEST FOR QUOTATION (RFQ) NUMBER:** SCM 18646 Public Convenience

**SPECIFICATIONS / SCOPE OF WORK:**

<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>1. 300 x thick short hair wooden handle mops</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. 300 x 6 lines soft brooms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. 200 x Long feather duster</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. 200 x Short feather duster</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10
5. 200 x Pan brushes

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.