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: GB4 PE, ME

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.

| DATE OF ISSUE | 08 March 2019 |
| CLOSING DATE | 15 March 2019 |
| CLOSING TIME | 10H00AM (TELKOM TIME) |
| DEPARTMENT | TRANSPORT DEPARTMENT |
| SCM NUMBER | |
| PANEL NUMBER | POP02/2018 PANEL OF SUBCONTRACTORS |
| DESCRIPTION OF GOODS/SERVICES | APPOINTMENT OF A SERVICE PROVIDER FROM JPC PANEL OF SUB-CONTRACTORS (POP 02/2018) TO DO MAJOR REPAIRS AND MAINTENANCE WORK AT METRO MALL TAXI RANK |
| COMPULSORY BRIEFING SESSION | Venue: Bree Taxi Rank  
Chris Hani Road  
Diepsloot  
1862  
Time: 10H00  
Date: 11th of March 2019 |

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.
<table>
<thead>
<tr>
<th><strong>RFQ SPECIFICATION FORMS/DOCUMENTS ARE OBTAINABLE FROM:</strong></th>
<th><a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPULSORY REQUIREMENTS</strong></td>
<td>Submission of all required documents</td>
</tr>
<tr>
<td><strong>SUBMISSION OF QUOTES:</strong></td>
<td>1st Floor Forum 2, Braamfontein 33 Hoofd Street 2017</td>
</tr>
<tr>
<td></td>
<td>Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted</td>
</tr>
<tr>
<td><strong>ENQUIRIES:</strong></td>
<td>010 219 9000</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:tenders@jhproperty.co.za">tenders@jhproperty.co.za</a></td>
</tr>
</tbody>
</table>

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

SCM NO: ____________________________

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>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 or Pin number</td>
</tr>
<tr>
<td>9.</td>
<td>Empowerment Plan and employment statistics (youth, women and people with disabilities)</td>
</tr>
<tr>
<td>10.</td>
<td>All alterations must be signed.</td>
</tr>
<tr>
<td>11.</td>
<td>Quotation is signed</td>
</tr>
<tr>
<td>12.</td>
<td>UIF</td>
</tr>
<tr>
<td>13.</td>
<td>Copies of ID's for the Directors or Members of the Entity</td>
</tr>
<tr>
<td>14.</td>
<td>Copies of ID's for the employees of the Entity and employment contracts</td>
</tr>
<tr>
<td>15.</td>
<td>Central Supplier Data Base registration (CSD)</td>
</tr>
<tr>
<td>16.</td>
<td>Works Insurance and Public liability insurance</td>
</tr>
<tr>
<td>17.</td>
<td>Affiliation / Registration with Professional bodies</td>
</tr>
<tr>
<td>18.</td>
<td>Professional Indemnity</td>
</tr>
</tbody>
</table>

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

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

I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.
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 HEREWITHE CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

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.

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

REQUEST FOR QUOTATIONS

<table>
<thead>
<tr>
<th>RFQ NUMBER</th>
<th>RFQ DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>08 March 2019</td>
</tr>
</tbody>
</table>

TEL: __________________________

FAX: __________________________

NAME: Nandi Zondo

TEL No: 010 219 9000

BIDDER: _______________________

CONTACT PERSON: Nandi Zondo

VALIDITY OF RFQ: 30 DAY

Submission Deadline: 15 March 2019
Submission Time: 10H30AM

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.

STAGE 1 (FUNCTIONALITY ASSESSMENT)

Functionality will be assessed as indicated below:
The minimum threshold of seventy (70) points has been predetermined and all bidders with a score below seventy (70) points will not be considered.

<table>
<thead>
<tr>
<th>Criteria Applicable</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. RELEVANT EXPERIENCE</strong></td>
<td>30</td>
</tr>
<tr>
<td>Number of Previous Relevant Projects Completed</td>
<td>15</td>
</tr>
<tr>
<td>Value of Completed projects</td>
<td>15</td>
</tr>
<tr>
<td><strong>B. CAPACITY &amp; RESOURCING</strong></td>
<td>30</td>
</tr>
<tr>
<td>Technical skills</td>
<td>20</td>
</tr>
<tr>
<td>Financial capacity</td>
<td>10</td>
</tr>
<tr>
<td><strong>C. METHODOLOGY</strong></td>
<td>40</td>
</tr>
<tr>
<td>Approach, Methodology and Price</td>
<td>40</td>
</tr>
</tbody>
</table>
THE FUNCTIONALITY EVALUATION CRITERIA SHALL BE AS FOLLOWS:

1. TECHNICAL CAPACITY TO DELIVER

1.1 Previous experience.

- The bidder previous experience in major repairs and maintenance and successfully completing projects of a similar nature

<table>
<thead>
<tr>
<th>No relevant projects completed</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (One) relevant project completed</td>
<td>2.00</td>
</tr>
<tr>
<td>2 (Two) relevant project completed</td>
<td>4.00</td>
</tr>
<tr>
<td>3 (Three) relevant project completed</td>
<td>6.00</td>
</tr>
<tr>
<td>4 (Four) relevant project completed</td>
<td>8.00</td>
</tr>
</tbody>
</table>

**Required Supporting Documentation:**
The bidder must submit signed testimonials / reference letters and completion certificates for previous projects and fill in the schedule of similar previous projects.

**Testimonials/ reference letters should indicate the following:**
i) Project name,
ii) Tender price,
iii) The completion date
iv) Photographs or schematics (drawings) of previous projects.

Points will only be allocated where Both testimonials/ reference letters and completion certificates are submitted.

1.2 Value of relevant completed projects

- The value of projects completed by the bidder of a similar nature

<table>
<thead>
<tr>
<th>No projects of a comparable nature were completed</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bidder has completed projects less than R 1 million of a similar nature</td>
<td>6.00</td>
</tr>
<tr>
<td>2 Bidder has completed projects above R 2 million and not exceeding R 3 million of a similar nature</td>
<td>9.00</td>
</tr>
<tr>
<td>3 Bidder has completed projects above R 3 million and not exceeding R 4 million of a similar nature</td>
<td>12.00</td>
</tr>
<tr>
<td>4 Bidder has completed projects above R 4 million of a similar nature</td>
<td>15.00</td>
</tr>
</tbody>
</table>

**Required Supporting Documentation:**
The bidder must submit signed testimonials / reference letters and completion certificates for previous projects and fill in the schedule of similar previous projects.

**Testimonials/ reference letters should indicate the following:**
i. Project name,
ii. Tender price,
iii. The completion date
iv. Photographs or schematics (drawings) of previous projects.

Points will only be allocated where Both testimonials/ reference letters and completion certificates are submitted.

2. TECHNICAL CAPACITY

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.
2.1 Experience, Skills and Qualifications of the Professional Team

<table>
<thead>
<tr>
<th>Professional Role</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction manager</td>
<td>8.00</td>
</tr>
<tr>
<td>Supervision</td>
<td>6.00</td>
</tr>
<tr>
<td>Artisan</td>
<td>6.00</td>
</tr>
</tbody>
</table>

20.00

Bidders must fill in the relevant CV form for all key personnel and also provide full CVs with certified copies of qualifications in the returnable schedules. Failure to fill-in the relevant forms will result in 0 points being awarded. Points will only be awarded to personnel who meet the minimum 5 years’ experience, with a minimum of a 3-year qualification and full professional registration.

Required Supporting Documentation:

i. CV with a minimum of 5 years’ experience,

ii. Valid Certified Full Professional Registration.

2.2 FINANCIAL CAPACITY: An original current letter from a registered financial institution/bank showing the amount of funds available for this project:

<table>
<thead>
<tr>
<th>Working Capital Percentage</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥40% of the tender</td>
<td>10.00</td>
</tr>
<tr>
<td>≥30% of the tender</td>
<td>8.00</td>
</tr>
<tr>
<td>≥20% of the tender value</td>
<td>6.00</td>
</tr>
<tr>
<td>≥10% of the tender value</td>
<td>4.00</td>
</tr>
<tr>
<td>≤0% of the tender value</td>
<td>2.00</td>
</tr>
</tbody>
</table>

10.00

Original or certified letter from the bank and current date certified copies of audited financial statements to be provided with

3.1 APPROACH AND METHODOLOGY

The bidder must present proposed approach and methodology of how the project will be undertaken, with proposed project program, project team. Bidder to demonstrate an understanding of the project brief.

<table>
<thead>
<tr>
<th>Component</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected programme and duration</td>
<td>10.00</td>
</tr>
<tr>
<td>Empowerment Plan, Employment strategy and skills transfer</td>
<td>10.00</td>
</tr>
<tr>
<td>SMME Plan</td>
<td>10.00</td>
</tr>
<tr>
<td>Priced Bills of Quantities</td>
<td>10.00</td>
</tr>
</tbody>
</table>

Required Supporting Documentation:

i. Approach and Methodology

ii. Price unpriced Bill of quantities here within

iii. Projected programme and duration

iv. SMME Plan

v. Quality, environmental, and Health and safety systems

Minimum approach and methodology requirements

Approach and methodology to include the following:

Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.
### Proposed Implementation plan - How project is going to be implemented (to include innovative intervention).

### Projected Programme – Duration of project

### Complete project team Organogram – roles and responsibilities

### SMME plan – sub-contracting of minimum of 30% of the works

### Skills development - Training and transfer of skills (Certification)

### Proposed quotation

### Proposed Quality Management Systems

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>100.00</th>
</tr>
</thead>
</table>

### 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:

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

Where
- \(Ps\) = Points scored for comparative price of bid under consideration
- \(Pt\) = Comparative price of bid under consideration
- \(P_{\min}\) = 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>Price</th>
<th>80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points for B-BBEE (Max of 20):</td>
<td>20</td>
</tr>
<tr>
<td>B-BBEE status Level of Contributor</td>
<td>Number of Points (80/20 system)</td>
</tr>
<tr>
<td>1</td>
<td>20</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.
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.

REQUEST FOR QUOTATION (RFQ) NUMBER: __________________________
Quotations submitted by Service Providers not included in POP 02/2018 will not be considered.

**SPECIFICATIONS / SCOPE OF WORK:**

a) See attached unpriced bills of quantities
Quotations submitted by Service Providers not included in POP 02/2018- will not be considered.

<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: THE QUOTATION NEEDS TO BE ON THE COMPANY LETTER HEAD AND SIGNED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PRICE**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY REQUIRED</th>
<th>DATE REQUIRED</th>
<th>DELIVERY PERIOD / LEAD TIME</th>
<th>PRICE (EXCLUDING VAT)</th>
<th>TOTAL FOR ENTIRE PROJECT</th>
</tr>
</thead>
</table>

| SUB-TOTAL |                      |               |                             |                       |                          |
| VAT       |                      |               |                             |                       |                          |

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