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: 1GB

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 05 APRIL 2019
CLOSING DATE 15 APRIL 2019
CLOSING TIME 10H30 (TELKOM TIME)
DEPARTMENT PROPERTY DEVELOPMENT
SCM NUMBER SCM 18414
PANEL NUMBER POP 02/2018 SUB-CONTRACTORS

DESCRIPTION OF GOODS/SERVICES
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: 1GB

SCOPE OF WORK

- Removal of rubble, shrubs and weeds from the site (Trucks to remove rubble)
- Cleaning and clearing of the sites
- Placing small boulders (only at Newclare sites)
- Deep clean with water (only for Erf 2789 Newlands)
  * Include dumping of rubble at closest Council Garden Site
## SITE NAMES

| JMC 97674 – Erf 2789 Newlands |
| JMC 13058 – Erf 546 Newclare |
| JMC 13059 – 547 Newclare |
| JMC 13064 – 558 Newclare |
| JMC 13014 - Erf 467 Newclare |
| JMC 13021 – Erf 491 Newclare |
| Portion 1 Erf 436 |
| Portion 2 Erf 436 |
| Portion 1 Erf 437 |
| Portion 2 Erf 437 and |
| Remainder of Erf 437 |

## COMPULSORY BRIEFING SESSION

Wednesday 10 April 2019 at Erf 546 Newclare and then Proceed to Erf 2789 Newlands.
Time: 10:00

## RFQ SPECIFICATION FORMS/DOCUMENTS ARE OBTAINABLE FROM:

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:

Mr Manuel Beans- 060 997 7149
Mr Richard Phillips- 0824649569
Mr Elmar Odendale- 0824649606
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 18414

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>
</tbody>
</table>
14. Copies of ID’s for the employees of the Entity and employment contracts

15. Central Supplier Data Base registration (CSD)

16. Works Insurance and Public liability insurance

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.

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
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_______________________________________

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

BIDDER: ____________________________

______________________________

TEL: ____________________________

FAX: ____________________________

Your CSD Number with Us: ____________________________

<table>
<thead>
<tr>
<th>REQUEST FOR QUOTATIONS</th>
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<tbody>
<tr>
<td>RFQ NUMBER</td>
</tr>
<tr>
<td>SCM 18414</td>
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<thead>
<tr>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>NAME:</td>
</tr>
<tr>
<td>TEL No:</td>
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</tbody>
</table>

Submission Deadline: 15 APRIL 2019
Submission Time: 10H30AM

VALIDITY OF RFQ: 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.

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:
80/20

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

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

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>
</tbody>
</table>

<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>
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<td>8</td>
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<tr>
<td>6</td>
<td>6</td>
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<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>
PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.

REQUEST FOR QUOTATION (RFQ) NUMBER: SCM 18414 ______________________
SPECIFICATIONS / SCOPE OF WORK:

AS PER 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>
<tbody>
<tr>
<td>1</td>
<td>THE QUOTATION NEEDS TO BE ON THE COMPANY LETTER HEAD AND SIGNED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**SUB-TOTAL**

**VAT**

**TOTAL FOR ENTIRE PROJECT**
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.