SERVICE PROVIDER NAME: _______________________________________________

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>22 MARCH 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSING DATE</td>
<td>29 MARCH 2019</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>MARKETING</td>
</tr>
<tr>
<td>RFQ NUMBER:</td>
<td>SCM 18296</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES</td>
<td>REQUEST FOR QUOTATION (RFQ) BRIEF: JOBURG PROPERTY COMPANY STAKEHOLDER SURVEY</td>
</tr>
</tbody>
</table>

A] About the Joburg Property Company

The JPC, which was established in 2000, is a dynamic company mandated to manage and develop the City of Johannesburg’s (CoJ) property assets for the purpose of maximising both social and commercial opportunities for the Council. Dedicated to finding solutions to the developmental challenges facing the CoJ, JPC utilises council-owned land assets to leverage private sector investment in public infrastructure. The JPC provides Property Asset Management, Property Management, Property Development, Facilities Management which includes Informal Trading and Public Transport as well as Outdoor Advertising; and its relevant subsidiary services.

The JPC, is an agent in support of the Council. Consequently, the JPC ensures that economic growth and job creation occur to address socio-economic disparities and legacies of discrimination and inequality. Therefore the JPC prides itself as the arm responsible for maximising the social, economic and financial value of the CoJ’s total property portfolio and enhancing its efficient use of property to drive investment, economic growth and job creation.
B) JPC aims to achieve its objectives by focusing on the following imperatives:

- Realising value (social, financial and economic) for the CoJ;
- Supporting economic development and aligning the CoJ property portfolio with CoJ priorities;
- Increasing the effectiveness of economically viable municipal and social use thereof; and
- Management of risk and return with respect to the property portfolio and property transactions for the CoJ.

C) Strategic Objectives:

- Supporting economic development;
- Supporting community development and social initiatives;
- Utilising the property portfolio to address social imperatives and priorities;
- Utilising the portfolio as a vehicle for transformation;
- Ensuring efficient, economic and effective service delivery to clients, customers and stakeholders; and
- Ensuring a professionally managed, sustainable and profitable company.

E) Towards 2020

JPC will focus on:

- Inner City Rejuvenation - Inner City rejuvenation remains a focus area of
CoJ’s agenda for Johannesburg. The regeneration of the Inner City seeks to deliver on spatial, social and economic inclusion. The City has through its tender processes initially offered 13 properties to investors for the development housing in the Inner City. These mixed-use developments were to allow for accommodation and affordable housing to address the housing backlog. The City has thereafter through its Council approval processes offered an additional 71 properties to the private sector in order to turn the City Into a Construction Site. The additional properties are part of the City’s strategy to address the problem of housing shortages for the City’s lower income households and to tackle the issue of hijacked buildings in the Inner City of Johannesburg.

- Facilities Management - Back to Basics. JPC’s focus for 2019 is on Facilities Management and the Company intends to position itself as a nationally and internationally recognised public sector facilities management Company.

- Outdoor Advertising. This is an area of revenue growth for the JPC. A number of industry forums have been held and these engagements have led to the new proposed by-laws being introduced. It is members of this forum that the JPC would also like tested to obtain their views on the processes and the JPCs involvement

- Stakeholders within the City who interact with the JPC such as associations in the property industry and four come to mind immediately. It is these associations that the JPC uses to convey the service offering and policies.
F.1] Stakeholder Relations

A stakeholder analysis and mapping exercise has previously been conducted by JPC, however, over time as other issues emerge, stakeholder priorities change therefore it is critical to review the stakeholder analysis on an on-going basis. A stakeholder relations approach needs to realise this evolution and respond proactively.

At a day to day level JPC seeks to understand the current service delivery expectations and respond to them. This contributes to good planning for resource allocation and program development. This helps JPC to build strong relationships which can help deal with critical issues and minimize conflict.

Principles for Stakeholder Relations

The Stakeholder Relations strategy takes into account linguistic and ethno-cultural issues to ensure that the JPC is able to respond to the challenges of a diverse and evolving stakeholder community.

Objectives for Stakeholder Relations

1. Build strong relations with stakeholders
2. Create an understanding of strategic priorities, challenges and concerns through presenting at critical forums
3. Proactively enhance the reputation of the JPC brand
4. Mitigate exposure to reputational risk
5. Ensure key message alignment

Stakeholder Analysis Matrix (This is a sample of the various stakeholders that JPC addresses)

<table>
<thead>
<tr>
<th>Stakeholder</th>
<th>Ability to Disrupt</th>
<th>Current Understanding</th>
<th>Required Understanding</th>
<th>Current Commitment</th>
<th>Required Commitment</th>
<th>Required Support</th>
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<tbody>
<tr>
<td>COJ-MAYCOM</td>
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<tr>
<td>Executive</td>
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<td>Management Team (EMT)</td>
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<td>Councillors</td>
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<td>Municipal Entities</td>
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<td>Public / Local community</td>
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<td>Tenants</td>
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<td>Employees</td>
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<td>Government-Deeds Office</td>
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<td>Property Professionals</td>
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<td>Planning Professionals</td>
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<td>Institute of Planning Architects</td>
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<tr>
<td>Law Professional bodies</td>
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</table>

F.2] System that have been implemented to measure and improve service standards and turnaround times

- Queue management system that measures the waiting time and the volume of transactions
- PIMS system which provides the following:
  - Query resolution time
  - Age analysis of outstanding applications
  - Volume of transactions
City of Joburg Property Company SOC Ltd.
Supply Chain Management

- Categorisations of transaction per regions and types
- Automated notification to clients
- Escalation process on open queries

G] Target audience
- JPC shareholder (e.g. The Executives of the City of Johannesburg)
- Ward Councillors, industry decision makers, developers, professional teams
- Potential partners and investors locally and internationally
- Residents of the city and local communities
- SMMEs, Youth, Women-Owned Enterprises

H] Survey Objectives
- To determine JPC’s efficiency, productivity levels and service delivery against competitors
- To determine if JPC is recognised as a brand
- If it is, to measure brand awareness and equity
- To determine its credibility and competitiveness

I] Purpose of the Outcomes
- To rate service delivery and understand the Company’s reputation
- To understand geographic perceptions
- To formulate an effective understanding of the perception of the Company
- To gauge the market’s understanding of brand
- To positively establish a clear positioning

K] Mediums to be used
- Electronic medium to be used via JPC’s electronic platforms

L] Sample Size and Type of Research
- Sample size would vary from 500 to 750
- Print cost should not be included as a questionnaire should be downloadable
- Quantitative Research would need to be conducted.
The 2018-2019 Business Plan is available on [www.jhbproperty.co.za](http://www.jhbproperty.co.za) for further perusal.

**Evaluation Criteria**

1. **Experience in Stakeholder Surveys:**
   
   /50/
   
   a) Over 3 years of experience (50)
   b) 3 years of experience (30)
   c) At least 1 year of experience (10)

2. **Evidence/Proof of Stakeholder Surveys:**

   /30/
   
   a) Proof/Evidence of more than 5 (30)
   b) Proof/Evidence of 5 (20)
   c) Proof/Evidence of 1 (5)

3. **Proof/Evidence of experience in working with large organisations with sample sizes of 500 or more:**

   /20/
   
   a) Sample size of more than 500 (20)
   b) Sample size of 300 to 499 (15)
   c) Sample size of less than 300 (5)

**Minimum Threshold:** 75

**Timing**

**Final Delivery:** May 27th, 2019:

**Deadlines**
RFQ SPECIFICATION FORMS/DOCUMENTS WERE SENT VIA E-MAIL

<table>
<thead>
<tr>
<th>COMPULSORY REQUIREMENTS</th>
<th>The JPC Website – <a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a> OR FROM 1st Floor, Forum 2 Braam Park 33 Hoofd Street Braamfontein 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of all required documents</td>
<td>➢ Must be registered on the COJ Database and Provide Vendor Number ➢ Valid VAT Certificate ➢ CSD Registration Documents</td>
</tr>
</tbody>
</table>

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

| 10:30 29 March 2019 |

ENQUIRIES:

| VManikam@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 18296

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>Attached</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 Invoice for Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Declaration on State of Municipal Account (Attached)</td>
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<tr>
<td>5</td>
<td>MBD 4: Declaration of Interest (Attached)</td>
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<tr>
<td>6</td>
<td>MBD 9: Certificate of Independent Bid Determination. (Attached)</td>
<td></td>
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<tr>
<td>7</td>
<td>MBD 6.4: Local Content (Attached) (IF REQUIRED)</td>
<td></td>
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<tr>
<td>8</td>
<td>Certified Copy of BBBEE certificate.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Tax Clearance Certificate</td>
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<tr>
<td>12</td>
<td>All alterations have been signed.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Quotation is signed.</td>
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</tbody>
</table>

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 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: __________________________

________________________________________
BIDDER: ________________________________

REQUEST FOR QUOTATION

RFQ NUMBER: SCM 18296
RFQ DATE: 22 MARCH 2019

CONTACT PERSON: ________________________________

NAME: Vinothan

TEL No: (T) 010 219 9036

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

Submission Deadline: 29 MARCH 2018
Submission Time: 10H30AM

VALIDITY OF RFQ: 30 DAYS

OFFICE USE ONLY:
PRICE/S TO BE VAT EXCLUSIVE
Please submit all Quotations to the fax number stated above

RFO’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.

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>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<td>Non-compliant contributor</td>
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<td><strong>Maximum</strong></td>
<td><strong>20</strong></td>
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</table>
PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.

SCM 18296
**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>
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<tr>
<td>1</td>
<td>KINDLY QUOTE PER SITE: EG THE QUOTATION NEEDS TO BE ON THE COMPANY LETTER HEAD AND SIGNED</td>
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<td><strong>Grand Total</strong></td>
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**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.