SUPPLIER NAME: ______________________

REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR JPC
Procurement Less than R 200 000 (Including Vat)
(For publication on The City of Joburg Property Company SOC Ltd Notice Board/s & Website)

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.

*AC specialist to test the indoor air quality, hot/old spots and layout suitability for cross ventilation etc.*

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

RFQ NR: 16162

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 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>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>MBD 4: Declaration of Interest (Attached)</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>MBD 9: Certificate of Independent Bid Determination. (Attached)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>MBD 6.4: Local Content (Attached) (IF REQUIRED)</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Certified Copy of BBBEE certificate</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Original Tax Clearance Certificate</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Training Suppliers to be accredited with SITA</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Catering Suppliers to submit a Health Certificate</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>All alterations have been signed.</td>
<td></td>
</tr>
</tbody>
</table>

Non-Executive Directors: Patrick Corbin (Chairperson), Newton Baloyi, Modoi Hofo, Prof Aly Karem.
Oscar Mapolo, Maggie Molepe
Executive Directors: Helen Bootes (Chief Executive Officer)
Irmaan Bhamjee (Chief Financial Officer)
Company Secretary: Craig Matthews
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07
13. Quotation is signed.

14 COID AND PUBLIC LIABILITY

SIGNATURE __________________________ NAME __________________________

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

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. 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

Non-Executive Directors: Patrick Corbin (Chairperson), Newton Baloyi,
Modi Hlobo, Prof Aly Karam,
Gcina Maseko, Maggie Molepele
Executive Directors: Helen Botes (Chief Executive Officer)
Imraan Bharmoo (Chief Financial Officer)
Company Secretary: Craig Matthews
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07
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 THROUGH FAX/EMAIL WILL BE AUTOMATICALLY DISQUALIFIED.

I HEREBY CONFIRM THAT 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:4010194266/4750117194

REQUEST FOR QUOTATION

<table>
<thead>
<tr>
<th>RFQ NUMBER</th>
<th>RFQ DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>16162</td>
<td>10/05/2018</td>
</tr>
</tbody>
</table>

CONTACT PERSON

NAME: Thabani Dlamini

TEL No: (7) 0101 219 9076  

PLEASE NOTE THAT YOU MUST BE REGISTERED ON JPC SUPPLIER DATABASE

Submission Deadline: 16 May 2018  
Submission Time: 1030  

VALIDITY OF RFQ: 30 DAYS

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

RFQ'S above R30 000-00 to a maximum of R200 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).

Points will be allocated as follows:

<table>
<thead>
<tr>
<th>Points for price:</th>
<th>80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points for B-BBEE (Max of 20):</td>
<td></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>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
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<tr>
<td>5</td>
<td>6</td>
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<tr>
<td>8</td>
<td>6</td>
</tr>
</tbody>
</table>
**City of Joburg Property Company SOC Ltd.**  
**Supply Chain Management**

**SIGNATURE OF BIDDER**

**CAPACITY**

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

**REQUEST FOR QUOTATION (RFQ) NUMBER:**

**Delivery Address:**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>Quantity Required</th>
<th>Unit of Measure</th>
<th>Date required</th>
<th>Delivery Period / Lead time</th>
<th>Price per Unit of Measure (Excluding Vat)</th>
<th>Total (Excluding Vat)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>AC specialist to test the indoor air quality, hot/old spots and layout suitability for cross ventilation etc.</td>
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Non-Executive Directors: Patrick Corbin (Chairperson), Newton Baloyi, Modri Hobo, Prof Aly Karam, Oscar Maseko, Maggie Mojapelo  
Executive Director: Helen Botie (Chief Executive Officer)  
Imraan Bhamjee (Chief Financial Officer)  
Company Secretary: Craig Matthews  
City of Joburg Property Company SOC Ltd.  
Registration Number: 2009/017147/07
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.