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City of Johannesburg  
Supply Chain Management Unit

SUPPLIER NAME: \_\_\_\_\_

**REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR THE CITY OF JOHANNESBURG**

**Procurement Less than R 200 000 (Including Vat)**

**(For publication on the City of Johannesburg Notice Board/s & Website)**

The City of Johannesburg 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.

<b>ADVERTISEMENT DATE</b>	<b>10 FEBRUARY 2016</b>
<b>DEPARTMENT</b>	<b>ENVIRONMENTAL DEPARTMENT</b>
<b>RFQ NUMBER:</b>	<b>R0247/15 RE-ADVERT (01)</b>
<b>DESCRIPTION OF GOODS/SERVICES</b>	<b>TERMS OF REFERENCE (TOR) FOR SANAS ACCREDITED FULL DYNAMIC CALIBRATIONS ON THE CITY'S AIR QUALITY MONITORING NETWORK</b>
<b>RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:</b>	<b>The COJ Website – <a href="http://www.joburg.org.za/quotations">www.joburg.org.za/quotations</a></b> <b>OR</b> <b>FROM INFORMATION DESK</b> <b>15<sup>TH</sup> FLOOR</b> <b>METRO CENTRE</b> <b>158 CIVIC BOULEVARD STREET</b> <b>BRAAMFONTEIN</b>
<b>COMPULSORY REQUIREMENTS</b>	<b>PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION.</b>
<b><u>SUBMISSION OF QUOTES:</u></b>	<b><u>QUOTATION BOX, GROUND FLOOR, METRO CENTRE</u></b> <b>158 CIVIC BOULEVARD STREET</b> <b>BRAAMFONTEIN</b>
<b>TIME: CLOSING DATE</b>	<b>10h30</b> <b>17 FEBRUARY 2016</b>
<b>ENQUIRIES:</b>	<b>LINDELANI MUNYADZIWA</b> <b>011 587 4245</b>

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) & the City's Supply Chain Management Policies and Procedures.



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## CHECKLIST

RFQ NO: R0247/15 (01)

**PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.**

No	Details	✓
1.	Copy of Company Registration Document	
2.	Rates & Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS	
3.	Rates and Taxes Invoice for All the Directors of the Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS	
4.	Declaration on State of Municipal Account (Attached)	
5.	MBD 4: Declaration of Interest (Attached)	
6.	MBD 9: Certificate of Independent Bid Determination. (Attached)	
7.	MBD 6.2: Local Content (Attached) (IF REQUIRED)	
8.	Certified Copy of BBBEE certificate.	
9.	Original Tax Clearance Certificate ( <b>TENDER NOT GOOD STANDING</b> )	
10.	Training Suppliers to be accredited with SITA	
11.	Catering Suppliers to submit a Health Certificate	
12.	All alterations have been signed.	
13.	Quotation is signed.	

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_



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

### 1. Original tax clearance

Please note that copies of tax clearance certificates are not valid as per SARS and they will not be accepted by the City of Johannesburg. 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 \_\_\_\_\_



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**CONDITIONS**

1. All goods or services purchased will be subject to CoJ 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 the City's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on the City's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit. The City 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 the City of Johannesburg. The City 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. ***THE CITY OF JOHANNESBURG DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.***

**I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS**

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_



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**ADDITIONAL REQUIREMENTS**

**DECLARATION**

I certify that the information supplied is correct and I have read and understood the COJ 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:** \_\_\_\_\_



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City of Johannesburg  
Supply Chain Management Unit

**SUPPLY CHAIN MANAGEMENT UNIT**  
**P.O. BOX 7776**  
**JOHANNESBURG**  
**2000**

**VAT. NO: 4760117194**

**BIDDER:**

\_\_\_\_\_

\_\_\_\_\_

**TEL:**

\_\_\_\_\_

**FAX:**

\_\_\_\_\_

**Your Vendor Number With Us:**

\_\_\_\_\_

<b>REQUEST FOR QUOTATION</b>	
<b>RFQ NUMBER</b>	<b>RFQ DATE</b>
R0247/15 (01)	10 FEBRUARY 2016
<b>CONTACT PERSON</b>	
<b>NAME:</b>	Lindelani Munyadziwa
<b>TEL No:</b>	011 587 4245

**PLEASE NOTE THAT YOU MUST BE REGISTERED ON THE CITY OF JOHANNESBURG SUPPLIER DATABASE**

**Submission Deadline:** 17 FEBRUARY 2016  
**Submission Time:** 10H30

**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:

Points for price:	<b>80</b>
Points for B-BBEE (Max of 20):	
B-BBEE status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0



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Supply Chain Management Unit

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

REQUEST FOR QUOTATION (RFQ) NUMBER: R0247/15 (01)

Delivery Address:

ITEM NO.	DESCRIPTION	Quantity Required	Unit of Measure	Date required	Delivery Period / Lead time	Price per Unit of Measure (Excluding Vat)	Total (Excluding Vat)
1.	TERMS OF REFERENCE (TOR) FOR SANAS ACCREDITED FULL DYNAMIC CALIBRATIONS ON THE CITY'S AIR QUALITY MONITORING NETWORK	SEE SPEC					
<b>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</b>						<b>Grand Total</b>	

**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 City of JHB.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.





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## **SPECIFICATIONS**

# **TERMS OF REFERENCE (TOR) FOR SANAS ACCREDITED FULL DYNAMIC CALIBRATIONS ON THE CITY'S AIR QUALITY MONITORING NETWORK CITY OF JOHANNESBURG OCTOBER 2015**

## **1 Objective**

The main objective of this project is to appoint a SANAS accredited Service Provider to calibrate the City's Air Quality Monitoring Station.

## **2 Background**

The City of Johannesburg is currently operating, maintaining and managing nine (9) Air Quality-monitoring stations City wide. These stations are located at Buccleuch, Newtown, Delta Park, Orange Farm, Alexandra, Diepsloot, Ivory Park and Jabavu.

The City, informed by the Air Quality Management Plan (AQMP) and the state of the air in Johannesburg, has established this network to measure priority pollutants (illustrated in the Table 1 below) in order to use the information to develop and establish air quality reduction measures and strategies. The veracity of information from the air quality monitoring network plays a key role in making informed decisions about the measures required to protect the health & safety of living entities and protection of the environment itself as outlined in South African national legislation and the national framework concerning air quality.

In an effort to ensure that air quality data monitored in the country is complete, valid and scientifically reliable, the South African National Accreditation System (SANAS) has put up systems and requirements aimed at guiding institutions in producing this information in a competent manner.



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**Table 1: Continuous monitoring stations in the CoJ**

Monitoring station	Site rationale									
	SO <sub>2</sub>	PM <sub>10</sub>	PM <sub>2.5</sub>	NO	NO <sub>2</sub>	NO <sub>x</sub>	O <sub>3</sub>	CO	Met	
<b>Buccleuch</b>	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	Traffic emissions
<b>Alexandra</b>	⊙	⊙			⊙			⊙	⊙	Residential fuel burning
<b>Delta Park</b>		⊙		⊙	⊙	⊙			⊙	Urban Background
<b>Newtown</b>		⊙		⊙	⊙	⊙		⊙	⊙	Traffic Emission and Urban center effect
<b>Orange Farm</b>	⊙	⊙					⊙		⊙	Residential fuel burning
<b>Jabavu</b>	⊙	⊙					⊙		⊙	Residential fuel burning
<b>Diepsloot</b>	⊙	⊙							⊙	Residential fuel burning
<b>Ivory Park</b>	⊙	⊙							⊙	Residential fuel burning
<b>Davidsonville</b>		⊙							⊙	Residential fuel burning (In close proximity with a Mine dump)



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### **3 Scope of Work Required**

One of the vital requirements as outlined in the TR07-02 SANAS manual, is the annual dynamic calibration by a SANAS accredited institution. It is in this context that the City is seeking to appoint a professional SANAS accredited service provider to perform full dynamic calibrations on all the analyzers in the network in order to ensure that the information from the network is valid and scientifically reliable as per SANAS requirements.

Broadly, the appointed service provider will be required to perform full dynamic calibration and analyzer diagnostics on all the analyzers within the City's monitoring network using SANAS accredited reference standards and methods.



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#### 4 Deliverables

The consultant, bidder or service provider will be required to provide the following breakdown of the estimated requirements for each of the deliverables and phases;

4.1. Service providers are expected to provide proposals with approach and methodology to be employed for the Work required as follows:

- Bidder to explain its understanding of the objectives of the Work as the City 'has stated / implied requirements, highlighting issues of importance, and explaining the technical approach to be adopted to address them.
- The bidder is to explain the methodologies and standards proposed, and also address any modifications to the scope of work proposed by the City.
- The approach must, if necessary, include a quality work plan.
- The methodology must be comprehensive enough to form the basis of a contract scope of work.
- On the work plan the bidder must propose key activities, their content and duration (include interrelationships, if any), milestones and delivery dates of key deliverables
- Costs associated with your support proposal

4.2. SANAS Accreditation Certificate and Relevant skills in terms of the required scope of the work required:

Experience of the bidder as opposed to the key staff members/experts in similar or comparable projects



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- 4.3. Provide content and management skill for the duration of the project reflecting on the following:
- The bidder is to propose a structure and composition of its team i.e. main disciplines involved, key staff member/ expert responsible for each discipline, proposed technical support staff etc. Roles and responsibilities of each member must be clearly outlined.
  - The experience of key staff (assigned to the assignment) in relation to the scope of work should include:
    - General qualifications - which are the total duration of professional activity, level of education and training and positions held by each key members of the team, should be included in the proposal.
    - Adequacy for the assignment / project – which relates to education, training and experience of key members / experts in the specific sector, field, subject etc. which is directly linked to the scope of work.
    - Knowledge of issues pertinent to the project - Key staff members / experts with knowledge specific and pertinent to the project
- 4.4. Provide a comprehensive and detailed programme how the skill and expertise within the City are going to be natured and transferred (On the work plan the bidder must propose key activities, their content and duration (include interrelationships, if any), milestones and delivery dates of key deliverables
- 4.5 Conduct data verification, calibration and maintenance of the website for ease of data access for all the stations



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## 5 Invoices

- Invoices should indicate the output with and short description of work done referring to any relevant report (hard and soft copies)
- No up-front payment will be made. Payment for work completed, to the satisfaction of the City, will be done within 30 days of submission of invoice
- Invoices should be addressed to the City of Johannesburg
- The City reserves the right to commission only portion of the work

## 6 Criteria for evaluation of proposals

6.1 After receipt of quotations, the quotations will be evaluated in terms of the most cost effective quotation and on a proposal/quotation that meets the criteria set out in the scope of procurement.

6.2 The service provider will be required to provide the following breakdown of the estimated requirements for each of the deliverables and phases;

Consultants or service providers are expected to provide proposals with approach and methodology to be employed for the project as follows:

- Bidder to explain its understanding of the objectives of the project and the City's stated / implied requirements, highlighting issues of importance, and explaining the technical approach to be adopted to address them.
- The bidder is to explain the methodologies and standards proposed, and also address any modifications to the scope of work proposed by the City.
- The approach must, if necessary, include a quality work plan.
- The methodology must be comprehensive enough to form the basis of a contract scope of work.
- On the work plan the bidder must propose key activities, their content and duration (include interrelationships, if any), milestones and delivery dates of key deliverables
- Costs associated with your support proposal



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## 7 Proposals

Proposals are invited for this project in the City of Johannesburg. The successful proposer will be required to register with the City of as an accredited City supplier.

## 8 Penalties

Non-compliance with the submitted schedule in terms of Clause 5 & 7 above may result in termination of contract with the CoJ or withholding the payment that may be due to the Service Provider

**PS: THE CITY OF JOHANNESBURG IS NOT BOUND TO ACCEPT THE LOWEST OR ANY PROPOSAL AND RESERVES THE RIGHT TO ACCEPT ANY PROPOSAL EITHER IN WHOLE OR IN PART. NO LATE PROPOSALS WILL BE ACCEPTED.**

### Enquiries:

Attention: Alfred Pheko

Specialist: Planning, Monitoring and Modelling

7<sup>th</sup> Floor, Traduna Building

118 Jorissen Street, Braamfontein, 2107.

**Contact Number: Tel: 011 587 4245/6 . Email: [AlfredP@joburg.org.za](mailto:AlfredP@joburg.org.za)**

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**TIAAN EHLERS**

**EXECUTIVE DIRECTOR: ENVIRONMENT AND INFRASTRUCTURE SERVICES DEPARTMENT**

**DATE: .....**