



SUPPLIER NAME: _____

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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.

ADVERTISEMENT DATE	20 JANUARY 2016
DEPARTMENT	Environment and Infrastructure Services
RFQ NUMBER:	R0014/16
DESCRIPTION OF GOODS/SERVICES	SUPPLY AND INSTALLATION OF DATA LOGGERS IN THE CITY'S AIR QUALITY MONITORING STATIONS
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	The COJ Website – www.joburg.org.za/quotations OR FROM INFORMATION DESK 15 TH FLOOR METRO CENTRE 158 Civic Boulevard street BRAAMFONTEIN
COMPULSORY REQUIREMENTS	PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION.
<u>SUBMISSION OF QUOTES:</u>	<u>QUOTATION BOX, GROUND FLOOR, METRO CENTRE</u> 158 Civic Boulevard street, Braamfontein
TIME: CLOSING DATE	10h30 27JANUARY 2016
ENQUIRIES:	Alfred Pheko 011 587 4245/0725896184

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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City of Johannesburg
Supply Chain Management Unit

CHECKLIST

RFQ NO: R0014/16

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(TENDER NOT GOOD STANDING)	
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:

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
R0014/16	20 JANUARY 2016
CONTACT PERSON	
NAME:	Alfred Pheko
TEL No:	011 587 4245/0725896184

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

Submission Deadline: 27 January 2016
Submission Time: 10H30

VALIDITY OF RFQ: 30 DAYS

OFFICE USE ONLY:	
PRICE/S TO BE VAT EXCLUSIVE	
<u>Please submit all Quotations to the fax number stated above</u>	
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:	80
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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City of Johannesburg
Supply Chain Management Unit

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: R0014/16

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.	SUPPLY AND INSTALLATION OF DATA LOGGERS IN THE CITY'S AIR QUALITY MONITORING STATIONS	See spec					
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						Grand Total	

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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SPECIFICATION

THE SUPPLY AND INSTALLATION OF DATA LOGGERS IN THE CITY'S AIR QUALITY MONITORING STATIONS

CITY OF JOHANNESBURG

JANUARY 2016

1. OBJECTIVE

To appoint a specialised service provider for the supply and installation of data loggers in Ivory Park and Diepsloot ambient air quality monitoring stations. This is done to ensure accurate, timely and efficient logging of ambient air quality monitoring data gathered at these stations.

2. BACKGROUND

In terms of the Air Quality Act (Act 39 of 2004), Metropolitan and District Municipalities are charged with monitoring ambient concentrations of priority pollutants as set out in the act. The City of Johannesburg is currently operating and maintaining eight ambient air quality monitoring stations. Data collected from these monitoring stations 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.

It is of great importance for the analysers in the City's monitoring network to operate efficiently and for the data to be managed in accordance with South African National Accreditation System (SANAS) and international standards (ISO/IEC 1705:2055) such that data gathered from the stations is scientifically accurate and representative of the observed air quality.



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3. SCOPE OF THE PROCUREMENT

The City is seeking a specialized service provider to supply and install data loggers in Ivory Park and Diepsloot. The data logger should meet and may not be limited to the following specifications:

- The data logger should consist of a series of analogue input modules that receive signals from sensors and analyzers in the two above mentioned stations. Table 1 below indicates the sensors and analyzers in each station.
- The logger should be provided with a RS422/485 converter and a computer for temporary storage. The RS 422/485 converter should be connected to the input modules, which will in turn provide a USB output to the computer.

The computer should be supplied with a din rail connector and an embedded operating system. The logger should also have a software module that will allow users to define input signals, their sequence and ranges. The software should also allow for visual numerical display of data being logged. i.e. instantaneous view of data being logged.

The logger should log data from the sensors and analyzers at resolution of 30 seconds or less. The logger should also allow users to task it to perform data validation and data control tasks such as:

- The invalidation of negative data
- Monitoring of parameters to ensure that data logged fall within the required specifications
- Monitoring the percentage variation between data points a specified period of time to eliminate spikes.
- The logger should be able to make use of different telecommunications technologies such ADSL/3G/HSPDA/HSUPA/GSM/GPRS technologies, such that in the future data can be communicated to the City server and the South African Air Quality Information System (SAAQIS).



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The quotation must include:

- Description of the actual work required and a breakdown of the cost.
- The quotation must also be accompanied by a company profile, experience and references of the work done in Air Quality data management.

In executing the project, the service provider is required to work closely with City officials in order to exchange, and transfer skills and knowledge.



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4. DELIVERABLES

The supplier of these services must supply and install data loggers in line with section 3 of the (TOR) and the supplementary requirements for the accreditation of continuous ambient air quality monitoring stations (SANS TR-07-02).

5 INVOICES

- Invoices should indicate the output with and short description of work done referring to the monthly 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
- Payment will be made after delivery of the equipment
- Invoices should be addressed to the City of Johannesburg
- The City reserves the right to commission only portion of the work completed with competence.



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6 CRITERIA FOR EVALUATION OF PROPOSALS

After receipt of proposals, the proposals will be evaluated in terms of the most cost effective proposal and on a proposal that meets the requirements set out in the scope of procurement.

7 PENALTIES

Non-compliance with the submitted schedule in terms of Clause 3 & 4 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.

CONTACT PERSON

Alfred Pheko

011 587 4245/6