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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.

ADVERTISEMENT DATE	30 November 2016
DEPARTMENT	Comm Dev
RFQ NUMBER:	R0346/16
DESCRIPTION OF GOODS/SERVICES	Training on plumbing
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. PLEASE ATTACH PROOF OF SETA
<u>SUBMISSION OF QUOTES:</u>	<u>QUOTATION BOX, GROUND FLOOR, METRO CENTRE</u> 158 Civic Boulevard street, Braamfontein
TIME: CLOSING DATE	10h30 07 December 2016
ENQUIRIES:	Iris Semeno 011 407-6726/ 0729274091

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: R0346/16

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

No	Details	✓
1.	Original Certified Copy of Company Registration Document.(NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)	
2.	Rates & Taxes Invoice for Company OR Original Certified Copy Lease Agreement OR Original Certified Copy of Affidavit Certified by the SAPS.(NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)	
3.	Rates and Taxes Invoice for All the Directors of the Company OR Original Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS(NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)	
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)	
8.	MBD 8 :Declaration of bidder' past Supply Chain Management	
9.	Original Certified Copy of BBBEE certificate.(NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)	
10.	Tax Clearance Certificate(TENDER NOT GOOD STANDING)	
11.	Training Suppliers to be accredited with SITA	
12.	Catering Suppliers to submit a Health Certificate	
13.	All alterations have been signed.	
14.	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 original certified 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 original 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. An original 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: _____



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
R0346/16	30 November 2016
CONTACT PERSON	
NAME:	Iris Semeno
TEL No:	011 407-6726/ 0729274091

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

Submission Deadline: 07 December 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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SIGNATURE OF BIDDER

CAPACITY

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

REQUEST FOR QUOTATION (RFQ) NUMBER: R0346/16

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.	Training on plumbing	20					
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 vendor



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SPECIFICATION

TERMS OF REFERENCE FOR NQF 4 CERTIFICATE PLUMBING FOR 20 EMPLOYEES

SPECIAL CONDITIONS

1. BACKGROUND

The Community Development Department is broadly defined as to be a process which seeks to build stronger and more resilient communities through the empowerment of its citizens and stakeholders. To assist the department to achieve the task is through a competitive and professional workforce.

One of the top ten priorities of the Executive Mayor is to create a professional public service that serves Joburg residents with pride and root out corruption as it is a public enemy number one in Joburg. The outcome is to 'increase control and monitoring measures on return of investment'.

2.1 THE SPECIFIC OUTCOMES:

1. Plan and prepare to perform plumbing works
 2. Install and maintain water supply systems (Install, maintain and test cold and hot water supply systems)
 3. Install and maintain drainage systems
 4. Understand and apply basic plumbing systems
 5. Install, maintain and test Rainwater systems
 6. Inspect, maintain and repair soil and waste water systems
 7. Repair taps and valves
- Procure materials tools and plumbing equipment

2.2 METHODOLOGY

- A five day workshop should include a theoretical and practical component. Each delegate to receive a certificate of attendance and a certificate of competence upon completion of a Portfolio of Evidence after 3 weeks of submission and it should be a session outlined Unit standard. Learners to receive a Learner guide containing the information presented in the course.

TRAINING

2.3 OBJECTIVES

PURPOSE OR



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The objective of the project is to appoint accredited service providers to roll out training to 20 Community Development officials on enhancing team performance, and do legal occupational health, safety and environment standards that may prevent them from gaining access to the qualification.

2.4 TABLES

OUTCOME/DELIVERABLES

The service provider is expected to deliver the following

- for all identified officials Assessment reports
- sessions, case studies, training (inclusive of learning material) Combine tutorial
Per person.
- attendance and competence per person Certificate of

ITEM	DESCRIPTION	VARIABLE	COST
1	Training (Inclusive of learning material)	Per person	R
2	Assessment and Evaluation	Per person	R
3	Certification	Per person	R
4	TOTAL AMOUNT		R

1. Documents: Returnable
 - completed in full with organogram outlining entire project Company profile
 - description of the qualification Assessment and
 - valid originals are to be certified, OR certified copy of BBEE certificate BBEE Certificate:
 - Training manuals
 - (Costing schedule) Financial Breakdown
 - valid original Tax clearance certificate OR one time PIN SARS Certificate:



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- for company and all directors. Not older than 3 months and not in arrears of more than 90 days
- Municipal Account:
MBD 4,8 & 9 forms
- Declaration on state of Municipal accounts completed and signed
- Completed and signed form of bid
- NB:
 - List of all Facilitators stating their Qualifications on:
 - Certified Construction Facilitator
 - A certified SGB Building Construction

2. TIMEFRAME

Recommendation Service Providers will be expected to resume with this project after appointment has been issued.

3. EVALUATION CRITERIA

Proposals will be evaluated in terms of the Preferential Procurement Policy Framework Act using the 80:20 points system, where 80 points will be awarded for price and 20 points for affirmative business enterprises. The table below indicates points and weightings for the various evaluation criteria to be used in assessing/evaluating Proposals

Further evaluation will be based on the bidder's level of B-BBEE contribution based on table A below



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TABLE A - PRICE AND B-BBEE STATUS LEVEL

Point category	Points Allocation
Pricing/Budget	80
BBBEE accreditation	
1	20
2	18
3	16
4	14
5	12
6	10
7	8
8	6
9	4
10	2
Non contributor	0
TOTAL	100

ITEM	DESCRIPTION	VARIABLE	Unit vat)	Price(excl vat)	Total Price (excl vat) for 20 People
1	Training (Inclusive of learning material)	Per person	R		
2	Assessment and Evaluation	Per person	R		
3	Certificate after training	Per person	R		
4	TOTAL AMOUNT		R		

For enquiries: Contact person; Iris Mamosidi Semeno
Community development
Tel : 011 407-6726
Mobile: 0729274091