



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 | 02 November 2016 |
| DEPARTMENT | EISD |
| RFQ NUMBER: | R0278/16 re-advert |
| DESCRIPTION OF GOODS/SERVICES | SANAS Accredited Calibrations on a Thermo Model 146C Dynamic Gas Calibrator for the City's Ambient Air Quality Monitoring Analysers |
| 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 09 November 2016 |
| ENQUIRIES: | Lindelani Munyadziwa (011) 587 4246/0614251505 |



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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: R0278/16 re-advert

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. | Original Certified Copy of BBBEE certificate.(NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS) | |
| 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 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: _____



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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 |
| R0278/16 re-advert | 02 November 2016 |
| CONTACT PERSON | |
| NAME: | Lindelani Munyadziwa |
| TEL No: | Tel: (011) 587 4246 |

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

Submission Deadline:

09 November 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: | 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: R0278/16 re-advert

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. | SANAS Accredited Calibrations on a Thermo Model 146C Dynamic Gas Calibrator for the City's Ambient Air Quality Monitoring Analysers | 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 | | | | | | <i>Grand Total</i> | |
|--|--|--|--|--|--|--------------------|--|



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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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Supply Chain Management Unit

TERMS OF REFERENCE (TOR) FOR SANAS ACCREDITED CALIBRATIONS ON A THERMO MODEL 146C DYNAMIC GAS CALIBRATOR FOR THE CITY'S AMBIENT AIR QUALITY MONITORING ANALYSERS

CITY OF JOHANNESBURG

1. OBJECTIVE

To appoint a specialised service provider (SANAS Accredited and Certified) for the servicing and calibration of the city's dynamic gas calibrator for the City's ambient air quality monitoring network.

2. BACKGROUND

In terms of the Air Quality Act, Metropolitan and District Municipalities are charged with a mandate of 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 measures required to protect the health & safety of living entities and protection of the environment itself.



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It is of great importance for the analysers in the City's air quality monitoring network to operate efficiently such that data gathered from these stations is scientifically accurate and representative of the observed air quality. In an effort to ensure that the 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.

3. SCOPE OF THE PROCUREMENT

One of the vital requirements as outlined in the TR 07-03 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 SANAS accredited calibrations on a Thermo model 146C dynamic gas calibrator 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 SANAS calibrations on a Thermo model 146C dynamic gas calibrator using **SANAS accredited reference standards and methods.**



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The services required are the SANAS calibrations on a Thermo model 146C dynamic gas calibrator

- Strip, clean (interior and capillaries), and tighten connections
- Calibration of mass flow controllers by a South African National Accreditation System (SANAS) accredited Service Provider

The quotation must include:

- A Certificate of Accreditation (SANAS)
- Schedule of Accreditation
- Detailed description of the actual work required
- Proposal on SANAS calibrations of a Thermo model 146C dynamic gas calibrator
- Price breakdown indicating cost of actual work to be conducted
- Resources/infrastructure to perform the task at hand
- The quotation must also be accompanied by a company profile and CV's of the Directors and other personnel working on the project, experience (minimum of two years) and references of the calibration work (SANAS accredited) done in the ambient Air Quality monitoring field
- Functionality (Threshold is 60%) to proceed to evaluation process



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DELIVERABLES

The supplier of these services must provide:

- Certificates of analysis for calibration gases used
- Calibration charts indicating verified flows of gases, audit concentrations, analyser response and deviations for the calibration of each analyser.
- SANAS calibration certificates and a calibration report
- Calibrated 146C Dynamic gas Calibrator

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
- 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.



6 ^{a world class African city} **CRITERIA FOR EVALUATION OF PROPOSALS**

1. Previous experience

Min = 2 yrs (15 points)

Max = 10 yrs (20 Points)

2. Company Profile = 25 points

3. Infrastructure/Resources of company = 20 points

4. Proposal on SANAS calibrations of a Thermo model 146C dynamic gas calibrator

= 20

- Functionality (threshold for supplier is 60%) to proceed to evaluation process
- Proposals will be evaluated in terms of the Preferential Procurement Policy Framework Act using the 80:20 points system.
- 80 points will be awarded for price and 20 points for affirmative business enterprises.



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Supply Chain Management Unit

Points and weighting for proposal evaluation

| Point category | Points Allocation |
|----------------|-------------------|
| Pricing | 80 |
| BEE | 20 |
| Total | 100 |

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

NB: PLEASE QUOTE FOR ALL ITEMS

CONTACT PERSON
LINDELANI MUNYADZIWA
ENVIRONMENT, INFRASTRUCTURE AND SERVICES DEPARTMENT
(011) 587 4246