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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	02 November 2016
DEPARTMENT	EISD
RFQ NUMBER:	R0279/16 re-advert
DESCRIPTION OF GOODS/SERVICES	REPAIRS AND SERVICING OF SEVEN (7) THERMO AMBIENT AIR QUALITY MONITORING ANALYSERS AT BUCCLEUCH, ORANGE FARM, DELTA PARK AND JABAVU FOR THE CITY'S AMBIENT 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 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: R0279/16 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
R0279/16 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:
PRICES 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: R0279/16 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.	REPAIRS AND SERVICING OF SEVEN (7) THERMO AMBIENT AIR QUALITY MONITORING ANALYSERS AT BUCCLEUCH, ORANGE FARM, DELTA PARK AND JABAVU FOR THE CITY'S AMBIENT 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	



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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.

**TERMS OF REFERENCE (TOR) FOR THE REPAIRS AND SERVICING OF SEVEN (7) THERMO AMBIENT AIR QUALITY MONITORING ANALYSERS AT
BUCCLEUCH, ORANGE FARM, DELTA PARK AND JABAVU FOR THE CITY'S AMBIENT AIR QUALITY MONITORING STATIONS**

CITY OF JOHANNESBURG

1. OBJECTIVE

To appoint a specialised service provider for the repairs and servicing of air quality monitoring gas analysers in order to ensure accurate, timely and efficient monitoring of ambient concentrations of priority pollutants as set out by the NEM: Air Quality Act of 2004 and the City's Air Quality Management Plan.



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2. BACKGROUND

In terms of the Air Quality Act, 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 to operate efficiently such that data gathered from the stations is scientifically accurate and representative of the observed air quality.

3. SCOPE OF THE PROCUREMENT

The services required are:

- The repairs of seven (7) Thermo ambient air quality analysers.

Table 1 below indicates the analysers that require repairs and servicing.



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Supply Chain Management Unit

The quotation must include:

- Description of the actual work required per analyser/unit (installation of replaced parts and repairs)
- A breakdown of the price for the repair of each analyser/unit,
- Resources/infrastructure to perform the task at hand
- The cost of each replacement part where replacement is necessary.
- The part number of the part that needs to be replaced and the lifespan of the part.
- 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 work done in the ambient Air Quality monitoring field.
- Functionality (Threshold is 60%) to proceed to evaluation process

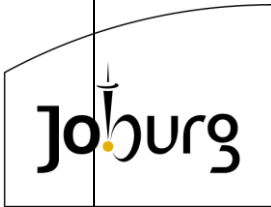
Repairs of the analysers should be conducted in presence of City officials to facilitate skills transfer. The quotation should provide a brief description on how the transfer of skills will be carried out. Table 2 below must be completed and submitted with the detailed quotation and the requested supporting documents.

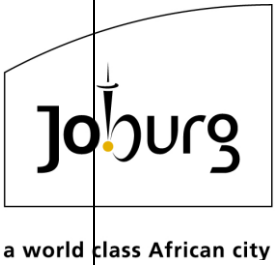


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Table 1: Analysers that require repairs and servicing

<u>Item no</u>	<u>Qty</u>	<u>Description</u>	<u>Notes</u>
1	2	Diagnosis and Repairs of two Thermo model 48C CO Analyser <u>Location:</u> Buccleuch Delta Park	1. Analyser displays alarm for Low AGC Intensity 2. Analyser displays alarm for high Motor speed 3. Analyser reads extreme out of range values (e.g. 30000) 4. Inspect IR source and replace if necessary 5. Inspect and replace capillaries +diaphragm 6. Inspect connectors, fittings and

 <p>a world class African city</p>		<p>City of Johannesburg Supply Chain Management Unit</p>	<p>pneumatic lines. Clean dirt/dust and clogs</p> <p>7. Conduct a Flow check and Fan Filter Cleaning</p> <p>8. Calibrate unit</p>
<p>2</p>	<p>1</p>	<p>Diagnosis and Repairs of one Thermo Chemiluminescence NO-NO₂-NO_x analyzer, model 42C</p> <p><u>Location:</u> Buccleuch</p>	<p>1. Inspect and replace (if needs be) and install a molybdenum converter</p> <p>2. Inspect and replace (if needs be) and installation of cooler assembly</p> <p>3. Inspect connectors, fittings and pneumatic lines. Clean dirt/dust and clogs</p> <p>4. Inspect and replace Ozonator air feed drying column</p> <p>5. Inspect and replace capillaries +diaphragm</p> <p>6. Calibrate unit</p> <p>7. Pump service: -Strip, clean and replace diaphragm</p>

3	4 	<p>Diagnosis and Repairs of four Thermo UV photometric O3 analyzer, Model 49C City of Johannesburg Supply Chain Management Unit</p> <hr/> <p><u>Location:</u> Buccleuch Orange Farm Jabavu Delta Park</p>	<ol style="list-style-type: none"> 1. Analyser (SN 79093-391) displays alarm for Low Intensity B 2. Three 49C analysers require full service: <ul style="list-style-type: none"> • Check flow and system leaks • Fan Filter Cleaning • Clean optical bench • Ozone scrubber test • Inspect and replace capillaries +diaphragm • Calibrate unit
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4. DELIVERABLES

The supplier of these services must provide:

- Repair and servicing of all components gas analysers and return in efficient working condition.
- Provide Quality Control certification and maintenance documentation of the supplied replacement parts.
- The replaced parts remain a property of the City and must be returned to the City
- Provide a 12 months guarantee for each part replaced.

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



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- 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 CRITERIA FOR EVALUATION OF PROPOSALS

1. Previous experience

Min = 2 yrs (15 points)

Max = 10 yrs (20 Points)

2. Company Profile = 20 points

3. Infrastructure/Resources of company = 20 points

4. Proposal on the serviced Thermo analysers = 25

- 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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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



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Supply Chain Management Unit

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NB: PLEASE QUOTE FOR ALL ITEMS

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