



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.

<b>ADVERTISEMENT DATE</b>	<b>09 November 2016</b>
<b>DEPARTMENT</b>	<b>EISD</b>
<b>RFQ NUMBER:</b>	<b>R0306/16</b>
<b>DESCRIPTION OF GOODS/SERVICES</b>	<b>TERMS OF REFERENCE (TOR) FOR THE IMPLEMENTATION OF NORMS AND STANDARDS FOR AMBIENT AIR QUALITY MONITORING (ISO 17025)</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, Braamfontein</b>
<b>TIME: CLOSING DATE</b>	<b>10h30 am</b> <b>19 November 2016</b>
<b>ENQUIRIES:</b>	<b>Mpho Nekhwalivhe:011 587 4256</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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Supply Chain Management Unit

## CHECKLIST

RFQ NO: R0306/16

**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.( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
2.	Rates & Taxes Invoice for Company OR Original Certified Copy Lease Agreement OR Original Certified Copy of Affidavit Certified by the SAPS.( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
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( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
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.( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
9.	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 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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City of Johannesburg  
Supply Chain Management Unit

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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>
R0306/16	09 November 2016
<b>CONTACT PERSON</b>	
<b>NAME:</b>	Mpho Nekhwalivhe
<b>TEL No:</b>	011 587 4256

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

**Submission Deadline:** 16 November 2016  
**Submission Time:** 10H30

**VALIDITY OF RFQ: 30 DAYS**

<b>OFFICE USE ONLY:</b>	
<b>PRICE/S TO BE VAT EXCLUSIVE</b>	
<b><u>Please submit all Quotations to the fax number stated above</u></b>	
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:	
<b>Points for price:</b>	<b>80</b>
<b>Points for B-BBEE (Max of 20):</b>	
<b>B-BBEE status Level of Contributor</b>	<b>Number of Points (80/20 system)</b>
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:  R0306/16

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.	TERMS OF REFERENCE (TOR) FOR THE IMPLEMENTATION OF NORMS AND STANDARDS FOR AMBIENT AIR QUALITY MONITORING (ISO 17025)	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>						<i>Grand Total</i>	

**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**

## **TERMS OF REFERENCE (TOR) FOR THE IMPLEMENTATION OF NORMS AND STANDARDS FOR AMBIENT AIR QUALITY MONITORING (ISO 17025)**

### **CITY OF JOHANNESBURG**

#### **1. OBJECTIVE**

To appoint a specialised service provider to develop quality system for the City of Johannesburg's Air Quality Monitoring Network as set out by the draft national norms and standards for air quality monitoring.

#### **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 fixed and one mobile 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 citizens and protection of the environment itself.

South Africa does not have clear standards and guidelines in how to undertake ambient air quality monitoring. However, this is about to change with the proposed release of the Norms and Standards for Air Quality Monitoring (NSAQM), the document that will provide the requirements and set the standard for how ambient air quality monitoring is to be conducted in South Africa. This document will supersede all other existing reference documents in South Africa, such as SANAS TR07-03. One of the requirements of the NSAQM is that owners operate their air quality monitoring equipment in accordance with a formal and robust quality assurance/quality control (QA/QC) systems, preferably developed in line with ISO 17025. The City currently does not have a quality system in place but plans to develop such a system.

#### **3. SCOPE OF THE PROCUREMENT AND SPECIFICATIONS**

The scope of work for the project entails the development of a quality system for the operation of the City of Johannesburg's air quality monitoring network in line with the proposed NSAQM and ISO17025. This will include the:

- compilation of a Quality Manual covering the
  - Management system and;
  - Technical system
  - Determination of uncertainty of measurements
  
- Administration manual (Forms and supporting documentations) covering
  - Instrument history files





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- Station history files
  - Station files and
  - Data validation files
- 
- Standard Operating Procedures manual and SOP For technical system

**Please note: Standard Operating Procedures (SOP) related to the management system are excluded for this project.**

The quality system should allow the City of Johannesburg's to apply for accreditation as a testing laboratory in the future.

**THE QUOTATION MUST INCLUDE:**

- Detailed description of the actual work required per unit.
- Price breakdown indicating cost of labour
- The quotation must also be accompanied by a company profile, experience and references of the work done in the ambient Air Quality monitoring field. (SANS/17025 Accreditation certificate).
- 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

CoJ personnel involved in operating the air quality monitoring network will work closely with the service provide team in developing the Quality System to facilitate skills transfer where necessary.

**4. DELIVERABLES**

- Quality Manual covering the
  - Management system and;
  - Technical system
  - Uncertainty of measurements calculation manual
- Administration manual (Forms and supporting documentations) covering
  - Instrument history files
  - Station history files
  - Station files and
  - Data validation files
- Standard Operating Procedures manual including SOP's for the Technical system



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## 5. 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. ISO-17025 Accreditation Certification= 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.

### Points and weighting for proposal evaluation

Point category	Points Allocation
Pricing	80
BEE	20
<b>Total</b>	<b>100</b>

## 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.**

### ENQUIRIES:

Attention: Mpho Nekhwalivhe

Principal Specialist : Air Quality Monitoring and Modeling



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6<sup>th</sup> Floor, Traduna House  
118 Jorissen Street

**City of Johannesburg**  
Supply Chain Management Unit

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**Contact Details:**

Tel: 011 587 4256