



a world class African city

## REQUEST FOR QUOTATION INVITATION FOR GOODS AND/ OR SERVICES

Procurement Less than R 200 000 (Including Vat)

(For publication on the City of Johannesburg Notice Board/s & Website)

ADVERTISEMENT DATE	03 March 2010
DEPARTMENT	HOUSING
RFQ NUMBER:	R645/10
DESCRIPTION OF GOODS/SERVICES	CALL FOR SERVICE PROVIDERS TO SUBMIT QUOTATIONS FOR UNBLOCKING DRAINS AT HELEN JOSEPH HOSTEL FOR THREE MONTHS
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	THE SPECIFICATION IS ALSO AVAILABLE IN THE COJ WEBSITE – <a href="http://WWW.JOBURG.ORG.ZA/QUOTATIONS">WWW.JOBURG.ORG.ZA/QUOTATIONS</a> OR AT OUR OFFICES ON THE 15TH FLOOR, A BLOCK, METROPOLITAN BUILDING, 158 LOVEDAY STREET, BRAAMFONTEIN (TEL: 011 407 6275 / 6266).
COMPULSORY REQUIREMENTS	1. CIDB (MINIMUM SO-1) 2. C.O.I.D / OHASA CERTIFICATE 3. COMPLETE MBD FORMS MUST BE ATTACHED TO THE PROPOSAL
CLOSING DATE: TIME:	10 March 2010 10h30
SITE MEETING Time Date Venue	11h30 05 March 2010 <b>HELEN JOSEPH HOSTEL (CNR 4<sup>TH</sup> AVE &amp; HOFMEYER ST, ALEXANDER)</b>
ENQUIRIES:	Lufefe Mayekiso: 011 018 6887 / 6888
SUBMISSION:	Sealed quotation marked with the reference no: must be submitted must be placed in the <u>Quotation</u> box at the main entrance ground floor, main administration building, Metropolitan Center 158 Loveday street,

**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 bid on the date stipulated. Late and incomplete submissions may invalidate the bid submitted.**

**This RFQ 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 Procurement Policies and Procedures.**

**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>
R645/10	03/03/2010
<b>CONTACT PERSON</b>	
<b>NAME:</b>	Lufefe Mayekiso
<b>TEL NR:</b>	(011) 018 6887 / 6888

**Submission Deadline:** 10 MARCH 2010  
**Submission Time:** 10h30

**VALIDITY OF RFQ:** \_

**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 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 preferences: (maximum 20 points)**

**FORMS TO COMPLETE FOR CLAIMING POINTS**

1. HDI (Historically Disadvantaged Individual) Equity ownership	10	Points	MDB 6.1, MDB 4
2. SMME (Small, Medium & Micro Enterprise) Status	4	Points	MDB 6.3
3. Woman Equity	4	Points	MDB 6.1
4. Disabled	1	Points	MDB 6.1
5. Other: Johannesburg Based Company	1	Points	MDB 6.11
_____	_____	Points	

**Points for price:**

80 points for price and functionality see attached spec

**CONDITIONS:**

1. All goods or services purchased will be subject to CoJ Policies & Procedures. A copy of said conditions is available from the SCMU office.
2. It is the responsibility of the bidder to ensure that the relevant office/institution is in possession of a valid Tax Clearance Certificate. The onus therefore rests on the bidder to ensure that the relevant office/institution receives a valid Tax Clearance Certificate as soon as the validity of the said certificate expires. Where the relevant office/institution does not have a valid Tax Clearance Certificate, an Original Tax Clearance Certificate must be submitted with this RFQ. Failure to do so may invalidate the bid submitted in terms of the RFQ.
3. 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 received.
4. To participate in the City's Quotation procurement of goods and/or services, vendors are advised to register on the City's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit.
5. I certify that the information supplied is correct and I have read and understood the COJ General Conditions and Policies and Procedures and accept it.
6. I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the bid.

**SIGNATURE OF BIDDER:** \_\_\_\_\_

**CAPACITY:** \_\_\_\_\_

REQUEST FOR QUOTATION (RFQ) NUMBER:

R645/10

ITEM NO.	DESCRIPTION	Spec Attached (Where applicable Y/N)	Quantity Proposed	Unit of Measure	Local Product Yes / No*	Rate / hr	Delivery Period / Lead time	Total Price Per hour (Excluding Vat)
	<b>UNBLOKING BLOCKED DRAINS</b>							
	<b>LABOUR TEAM RATES (Per hour)</b>							
<b>1</b>	<b><u>Standard Time (Excluding public holidays and Sundays)</u></b>							
1.1	Artisan (Plumber)	No	1	Hr				
1.2	Labourer's	No	2	Hr				
<b>2</b>	<b><u>Overtime (Incl Sundays and public holidays)</u></b>							
2.1	Artisan (Plumber)			Hr				
2.3	Labourer's			Hr				
<b>3</b>	<b>TRANSPORT (R/ kilometers of travel)</b>							
3.1	LDV Bakkie	No		km				

**TOTAL PRICE:**

1. In the event of a mistake having been made on the pricing, it shall be crossed out in ink and accompanied by signature.
2. All goods or services purchased will be subject to the City of Joburg General Conditions of Contract.
3. All prices quoted must be exclusive of Value Added Tax (VAT).
4. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
5. 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 exercise.

SIGNATURE OF BIDDER:

\_\_\_\_\_ CAPACITY

\_\_\_\_\_

## **A. SCOPE OF WORK**

### **SCOPE OF WORKS ENTAIL OF THE FOLLOWING MAINTANANCE WORK:**

#### **Plumbing Work**

1. Unblock toilet drains
2. Unblock Bathroom drains
3. Unblock Sinks drain

***This work will be carried out for a period of three months. On an as and when required basis. On each site visit a job card will be issued by the plumber and signed off by the area manager (see attached example of job card).***

***The response time for blockages is 2hrs, failure to so will result in a penalty of R50/hr being charged, and may result in the contract being cancelled.***

***Any material required for the repairs shall be claimed and indicated on the Job card, with the copy of the invoice for purchase attached.***

***Upon appointment a JBCC Minor Works Agreement will be entered into between the Service Provider and the Client.***

Insert your  
Company Name  
and Address

Insert your  
COMPANY LOGO here

To use your company stationery, delete the header and footer.

# JOB CARD

## HELEN JOSEPH

Customer :	<u>City of Johannesburg</u>	Job Number :	_____
Physical Address :	<u>158 Loveday Street</u>		
	<u>Braamfontein, 2017</u>	Date Received :	_____
Postal Address:	<u>P.O Box 1049</u>	Date to be completed :	_____
	<u>Braamfontein, 2017</u>	Instruction taken by :	_____
Contact :	<u>BRENDA MTSHALI</u>	Job done by :	_____
Tel. No.:	<u>011 882 9337</u>	Time started :	_____
Fax No.:	_____	Time completed :	_____

### Instructions

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Material				Labour Costs			
Description	Qty	Unit Price	Total	Description	Hours	Unit Price	Total
<b>Sub-Total</b>			180				
Markup / Profit @ 8%							
<b>Total</b> :				<b>Total</b> :			
Vat @ 14% :				Vat @ ____ % :			
<b>Total Due</b> :				<b>Total Due</b> :			

<b>Total Cost of Job :</b>	R _____
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