



**REQUEST FOR QUOTE (RFQ)**

Description of Goods/Service required: **APPOINTMENT OF SERVICE PROVIDER TO RENDER LOCKSMITHING SERVICES AT JOBURG MARKET FOR A PERIOD OF 12 MONTHS**

Requisition No. 26066 RFQ No. 26066 Advert date: 19 January 2012 Closing Date: 27 January 2012 at 11:00 AM

Compulsory Briefing Session: 24 January 2012 @ 10H00 (4<sup>th</sup> Floor SCM Boardroom)

**THE FOLLOWING MINIMUM REQUIREMENTS WILL APPLY:**

1. South African Revenue Services (SARS) valid Tax Clearance Certificate
2. Proof of Company Registration and company profile
3. Proof of registration with Locksmith Association of South Africa (LASA)
4. Completed and signed MBD forms 4, 6.1, 7.2,8 and 9 and National Treasury General Conditions of Contract (GCC) (initialed).
5. Quotations will be evaluated on PPPFA 80/20 points system.
6. Price(s) quoted must be valid for at least sixty (60) days from the date of your offer and be according to specification.
7. Price(s) quoted must be firm and inclusive of VAT (If VAT registered)
8. Exclusion of other items will cause a disqualification, all quotes must be prepared according to the scope of work.

The MBD Forms, NT Conditions of Contract and the Supplier Database forms can also be downloaded from our website under the Procurement menu – [www.joburgmarket.co.za](http://www.joburgmarket.co.za) or obtainable from SCM Office, (4<sup>th</sup> floor)

Please note that Service Provider not registered on the database will be required to register on Joburg Market database prior to the order being finalized.

**NB: Failure to submit and comply with the above requirements will lead to a disqualification.**

**SPECIFICATIONS**

The service requirements include the following:

- Routine repair and replacement of locks and keys
- Risk preventative changing of specialized locks
- Urgent repairs from time to time (including the removal of damaged locks)
- Emergency repairs from time to time (after hours repairs)
- Duplicate key cutting
- Repairs of electronic lock mechanisms on certain doors

**Pricing schedule**

ITEM	DESCRIPTION	UNIT	QUANTITY	AMOUNT
1	Call out fee and (all labour costs) <ul style="list-style-type: none"> <li>• Office hours</li> <li>• After hours</li> </ul>	Hour	1	
2	Repair Normal Lever locks and keys	Each	1	
3	Repair specialist locks and keys	Each	1	
4	Cutting of keys per category	Each	1	
5	Padlock supply "Battleship" quality	Each	1	
6	Opening of doors/locks for lost keys	Each	1	
7	Repair of damaged lock cavities in doors	Each	1	

8	Quote on all standard lock system available in trade	Each	1	
9	Inspect and quote on specialized locks and keys	Each	1	
10	Safe key and safe lock device replacements (Tenders to evaluate each safe on site)	Each	1	
11	Travelling			
SUBTOTAL				
VAT (14%)				
TOTAL				

**NB: SERVICE PROVIDERS ARE ALSO ENCOURAGED TO ATTACH A DETAILED PRICE SCHEDULE OF ALL THEIR SERVICES THAT THEY OFFER, BUT THE SCHEDULE WILL NOT REPLACE THE ABOVE PRICE SCHEDULE.**

### **EVALUATION CRITERIA**

**Functionality = 100** (Past relevant experience =30, Methodology and project approach = 40, Qualification and skill of resources = 30) Minimum required score is 75 points. (For more information see the attached RFQ)

**Price = 80**

**Preference points = 20**

The final proposal will be evaluated on the basis of the new PPPFA 80/20 points system as presented in the preferential procurement regulations 2011, for this purpose MBD 6.1 form should be completed and submitted together with your quotation. The 80/20 points system will be as follows:

<b>Price Assessment</b>	<b>80 Points</b>
TOTAL	80
<b>Preferential Elements</b>	<b>20 Points</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

### **GENERAL**

The quotation must be submitted in either of the following ways before the closing date & time:

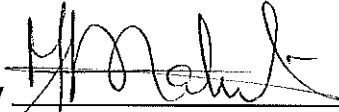
1. In a sealed envelope, duly endorsed: **Requisition No.26066 Appointment of service provider to render locksmithing services at Joburg Market** the name and address of the service provider and then be deposited in the Request for Quote (RFQ) box at Market Main Building, Ground Floor Reception, which address is indicated above.
2. By fax to fax number: **086 244 5149** or email to **rmammburu@joburgmarket.co.za** (Quotations submitted electronically must be supplemented by sealed hard copies).
3. Quotations which are received and/or deposited in the RFQ box before 11H00 on the closing date will be marked as late bids and shall in terms of the Supply Chain Management Policy of Joburg Market, not be considered.

**NB: No quotations will be accepted after the closing date and time.**

Joburg Market is not obliged to appoint the cheapest tender and reserves the right not to accept any submission and to re-advertise if it so wishes. Service providers will be adjudicated according to the Supply Chain Management Policy using the 80/20 point system, based on the Preferential Procurement Policy Framework Act 5 of 2005 and MFMA, Act 56 of 2003 as well as the Broad-Based Black Economic Empowerment Act, Act 53 of 2003. It is the supplier's responsibility to ensure that all documents are received by Joburg Market before the closing date and time.

Enquiries: Technical enquiries must be addressed to Adela Latha 011 992 8068 or at [alatha@jfpn.co.za](mailto:alatha@jfpn.co.za) and SCM enquiries to Mr. Rofhiwa Mammuru at Tel 011 992 8119 or [rmammuru@joburgmarket.co.za](mailto:rmammuru@joburgmarket.co.za). Enquiries must be done in writing on or before closing date.

Approved by

 19/01/2012

Supply Chain Operations Manager  
Ms. T Maluleke