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RFQ NEW TEMPLATE



PAGE NO.	
CLOSING DATE AND TIME	
29-Jul-22	12:00
Date of Issue	
19 July 2022	
VALIDITY	
7 :DAYS	

INITIATING DEPARTMENT	INITIATOR
HR AND CORPORATE SERVICES	Lee-Anne Murray
QUOTATION REFERENCE	COLLECTIVE NO.
RFQJW0215NJ22- Specialised furniture assessment and sorting	
QUOTATION REQUESTED FROM	
FOR INFORMATION CONTACT: LEE-ANNE MURRAY	
TEL.: 011 688 6998 or CELL: 071 642 6543	

REQUEST FOR QUOTATION

QUOTATION VALIDITY
60 DAYS

QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM.80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR BBBEE AND PREFERENTIAL PROCUREMENT ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE(CSD)

JW CONTACT PERSON: Ndamulelo Mashamba

TELEPHONE NUMBER : 011 688 1410 EMAIL:ndamulelo.mashamba@jwater.co.za

ITEM NO.	DESCRIPTION	BRAND NAME OFFERED	UOM	QTY REQUIRED	PRICE QUOTED EXCL. OF V.A.T.	DIS
	SPECIALISED FURNITURE ASSESSMENT AND SORTING					
	Unpack, Sort into 3 Categories, and re-pack existing furniture at 3 Johannesburg Water Storage facilities. One in JHB CBD and 2 in Lenasia, JHB South. Approximately 7000 Items. Supervise and work alongside JW temporary movers. Work in conjunction with Asset Management staff that will be updating the existing Asset Register, according to the 3 categories of furniture.					
	Suitable Vendor to undertake the exercise and scope outlined in Annexure A attached to this RFQ					
	CONTACT: LEE-ANNE MURRAY 011 688 6998 or CELL: 071 642 6543					
	<b>NB: QUOTES SHOULD BE ON PDF(MS WORD,MS EXCEL,PICTURES ARE NOT ALLOWED</b>					
	<b>NB: COPY OF VALID BBBEE CERTIFICATE OR SWORN AFFIDAVIT TO BE SUBMITTED WITH A QUOTE</b>					
	<b>NB: COPY OF UTILITY BILL OR SIGNED LEASE TO BE SUBMITTED WITH A QUOTE</b>					
	Quotations to: ndamulelo.mashamba@jwater.co.za					
	QUOTATION REF AS ABOVE: RFQJW.... & COMPANY NAME(ON THE EMAIL SUBJECT LINE)					
	<b>NB:All suppliers responding to RFQ's should use their own company letter head not JW RFQ Template AND MAKE SURE THEIR EMAIL ADDRESS IS VISIBLE ON THEIR QUOTATION.</b>					

OFFICIAL STAMP	SUPPLIER DETAILS
	AUTHORISED BY: .....
	SIGNATURE: .....
	DATE: .....

CONDITIONS
1. QUOTATIONS RECEIVED AFTER CLOSE OF BUSINESS ON THE CLOSING DATE WILL NOT BE ACCEPTED.
2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED
3. PRICES QUOTED MUST BE AS PER THE UNIT INDICATED AND BE EXCLUDED OF VAT
4 QUOTATIONS WITHOUT THE SUPPLIER'S AUTHORISED SIGNATURE WILL NOT BE ACCEPTED.
5 ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY



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## ANNEXURE A

### SCOPE FOR THE SPECIALISED FURNITURE ASSESSMENT AND SORTING RFQ

1. 7-10 years of experience
2. All crew members to be previously vetted to work on sensitive sites by the NIA or Equivalent
3. Signed Affidavit of minimum wage of all staff working on the site
4. OHSA Compliant and OHSA safety file on site as well as a fully trained safety officer on site

#### **1. Suitable Vendor to undertake the following exercise and scope:**

- a. Dismantle and assess furniture and equipment in storage
- b. Sort furniture into categories: Usable, Repairable and to be Disposed of. Criteria will be provided
- c. Furniture to be assorted according to make, size, colour
- d. Usable and Repairable furniture to be repacked for easy withdrawal
- e. Usable furniture to be appropriately protected by Provider
- f. Sort components that can be re-used or up-cycled from disposable furniture
- g. Repack furniture from Turbine Hall, Olifantsvlei and Goudkoppies into 3 different categories.
- h. Vendor to supply trolleys, tools and safety equipment
- i. Vendor to supply a suitably trained team of 15 Movers (Staff Qualifications below), 5 per site including one supervisor/worker per site. 9 hour days, based on standard working from between 8am and 5pm, 5 days a week.
- j. Vendor's Supervisors to manage the JW General workers and train them on the basic functions they will be undertaking.
- k. It is assumed that this project will take a total of 19-20 days.
- l. JW water will provide 18 staff, 6 per site to assist with sorting, moving and packing. Staff may be moved between sites when necessary.
- m. Teams, both Vendor and JW Staff to be flexible as the stores are of different sizes and they need to move to where they are needed most or when one site is complete.
- n. JW will provide 7 Asset Tag Scanners, with 7 trained Operators as well as 4 Supervisors to assist, delegate and data capture
- o. JW will provide Security at all sites for the duration of the project.

#### Directors:

Ms Rachel Kalidass (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),  
Mr Johan Koekemoer (Financial Director and Executive Director), Professor Clinton Aigbavboa, Mr Siphamandla Mnyani, Mr Petrus Matji,  
Mr Lebogang Ledwaba, Mr Thabo Sakasa, Mr Mavhungu Ramurunzi,, Mr Philemon Mashoko

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

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p. Vendor to organize a skip (per site) for disposal of paper and general rubble and not furniture or equipment as this need to go to the Disposal Committee before any disposal can take effect.

### 2. Excluded from the scope of work:

- a. Supply of components and the repair of 'fixable' assets.
- b. Disposal of damaged furniture
- c. Relocation of furniture.
- d. Re-assembly of furniture at new permanent space
- e. Servicing of chairs and components.

### 3. To Note:

- a. The furniture is currently not stacked/packed correctly
- b. Some drawers are broken
- c. The edging on furniture is pulled off
- d. Not all components are together and certain components may be missing
- e. Legs are skew, and tabletops are chipped
- f. A lot of furniture is broken as it was dragged and not moved
- g. Screws have not been removed and are piercing other components.

**In terms of the Project requirements, the following prequalification criteria have to be adopted to ensure prospective bidders are able to satisfy project requirements:**

#### 1. Personnel must be security cleared, OSHA compliant and fully skilled:

- To dismantle and install all makes & models of furniture, office screens, Filing Units, Bulk Filers, Safes, etc.
- To safely & securely relocate all makes and models of furniture, etc.
- Allocate manpower according to JW time schedules.
- Effectively assess, design and implement project requirement strategy

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## 2. Management and Staff Competency

- Staff must be multi-disciplined in relocation skills, including the ability to interpret floor plans, literacy, project timing etc.
- A senior associate must oversee the project
- All staff must have been vetted and approved by the SAPS
- All staff must be trained according to the Health & Safety regulations
  
- All staff to wear the correct protective clothing and uniforms
- All staff to wear shirts with their name tag and company logo.

## 3. Quality Controls

- Each site must have a fully trained safety officer
- The project must be supervised and controlled with individual responsibility for each item. Bidders must record
- Every 'incident' is reported daily to the client for evaluation.

## 4. List of Skills for all personnel

- Good command of English
- Ability to understand and record instructions from clients
- Ability to assess risks on site
- Knowledge of site safety procedures, site safety training and safety manuals
- Ability to operate all power tools and adhere to toolbox safety procedures
- Ability to install or dismantle or assist with the installation of office furniture, office screens and filing units according to office plans.
- Comprehension of project timelines and deadlines
- Ability to work unsupervised
- Understanding of social interaction on client's premises
- Understanding of security and confidentiality at all times

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