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Johannesburg Social Housing Company

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1. BID NOTICE AND INVITATION TO BID

Johannesburg Social Housing Company hereafter referred to as **JOSHCO** invites all experienced and qualified service providers to submit proposals and supporting documents based on the Terms of Reference provided with this invitation.

BID NO.	PROJECT NAME
ANNUAL/001/2020	CONTENT EDITING OF THE 2019/2020 FINANCIAL YEAR ANNUAL REPORT FOR JOSHCO
PROJECT SCOPE:	Appointment of a service provider for content editing of the 2019/2020 financial year annual report for JOSHCO
COLLECTION OF BID DOCUMENTS:	Tuesday 03 November 2020, during standard office hours (08:00 – 16:00), at the Procurement Section, 4th Floor, Number 61 Juta Street Braamfontein: Proof of payment required.
BID COSTS:	R 500.00 (Five Hundred Rands only) non-refundable fee inclusive of VAT. Payable to JOSHCO, Standard Bank, Johannesburg, Branch Code 00 02 05, Account Number 00 019 772 6. Bidders to provide deposit slip or EFT transcript when collecting document. Payment reference is 20213 and the depositor should be the bidder's name. Cash is not accepted.
COMPULSORY SITE INSPECTION AND BRIEFING MEETING:	Bidders are to meet at 10h00 – 11h00, Tuesday the 10 th November 2020, the at JOSHCO, Number 61 Juta Street Braamfontein
BID CLOSING:	11H00, Tuesday, the 24th of November 2020. Bids will subsequently be opened in public in JOSHCO main Board Room. No late bids will be accepted.

The Bid evaluation process will be conducted in Six stages as follows:

Stage 1: Prequalification Criteria: The following prequalification criteria will apply: -

- ✓ The tenderer must have minimum B-BBEE status level of contributor of Level 1
- ✓ Only a valid certified B-BBEE Certificate from an approved verification agency will be considered as acceptable in the evaluation process and for claiming BBBEE points (Sworn affidavit will be acceptable).

Stage 2: Mandatory Administrative Compliance

Stage 3: Administrative Compliance

Stage 4: Functionality Evaluation Criteria

Directors: Mr. Theodore Dhlamini (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Moerane Maimane (NED), Mr. Jason Sobekwa (NED), Mr. Siphwe Mhlongo (NED), Mr. Themba Mamba (NED), Ms. Gaby Boikanyo (NED), Mr. Xolani Dlwathi (NED), Ms. Brenda Makhanya (NED), Ms. Sibongile Bhengu (NED), Ms. Xolisile Njapha (Company Secretary)

Stage 5: Preferential Procurement Policy Regulations of 2017 using the 80:20 points system, where 80 points are allocated to price and 20 points are allocated to B-BBEE Level of Contribution

Stage 6: Award Criteria

- ✓ Preference for the award will be given to bidders who are at least 100% owned by black own;

Bids must be sealed, externally endorsed with the **Project Name:** CONTENT EDITING OF THE 2019/2020 FINANCIAL YEAR ANNUAL REPORT FOR JOSHCO. BID No: **ANNUAL/001/2020** to be deposited in the JOSHCO Tender Box, 4th Floor, Number 61 Juta Street Braamfontein.

All enquiries regarding this bid must be directed **in writing** to the JOSHCO Supply Chain Department, contact person: **Ranapo Maroga**, e-mail address: ranapo@joshco.co.za.

Should you not receive communication from JOSHCO within 90 days of submitting your bid; accept your submission is unsuccessful.

Chief Executive Officer
Johannesburg Social Housing Company

Date:

Directors: Mr. Theodore Dhlamini (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Moerane Maimane (NED), Mr. Jason Sobekwa (NED), Mr. Sipiwe Mhlongo (NED), Mr. Themba Mamba (NED), Ms. Gaby Boikanyo (NED), Mr. Xolani Dlwathi (NED), Ms. Brenda Makhanya (NED), Ms. Sibongile Bhengu (NED), Ms. Xolisile Njapha (Company Secretary)

Registration Number: 2003/008/063/07