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Johannesburg Social Housing Company

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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/003/2022	CONTENT EDITING, LAYOUT AND DESIGN OF THE JOSHCO INTEGRATED ANNUAL REPORT FOR A PERIOD OF THREE (3) YEARS STARTING WITH THE 2021/22 FINANCIAL YEAR
PROJECT SCOPE:	APPOINTMENT OF SERVICE PROVIDER FOR CONTENT EDITING, LAYOUT AND DESIGN OF THE JOSHCO INTEGRATED ANNUAL REPORT FOR A PERIOD OF THREE (3) YEARS STARTING WITH THE 2021/22 FINANCIAL YEAR.
COLLECTION OF BID DOCUMENTS:	Monday 05 September 2022 , during standard office hours (09:00 – 15:00 Monday to Thursday), at the Procurement Section, 14th Floor, 222 Smit 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 20226 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, Wednesday 14 September 2022 , the at JOSHCO, Number 61 Juta Street Braamfontein
BID CLOSING:	11H00, Friday, the 30th of September 2022 . Bids must be delivered at JOSHCO Head Offices no later than the time and date indicated above. The delivery address is Ground Floor, 61 Juta Street, Braamfontein

The Bid evaluation process will be conducted as follows:

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

- ✓ Attendance of a compulsory site briefing

Stage2: Functionality Evaluation Criteria

Stage3: Administrative Compliance

Stage 4: 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

Bids must be sealed, externally endorsed with the Project Name: **ANNUAL/003/2022- CONTENT EDITING, LAYOUT AND DESIGN OF THE JOSHCO INTEGRATED ANNUAL REPORT FOR A PERIOD OF THREE (3) YEARS STARTING WITH THE 2021/22 FINANCIAL YEAR** to be deposited in the JOSHCO Tender Box, Ground 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.