



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
HR/002/2019	JOSHCO Executive Search Services
PROJECT SCOPE:	The objective of the assignment is to assist JOSHCO to identify suitable candidates for vacant executive positions in the most transparent, cost effective and efficient manner.
COLLECTION OF BID DOCUMENTS:	From Friday, the 22nd February 2019 during standard office hours (08:00 – 16:00), at the Procurement Section, 1st Floor, 137 Sivewright Avenue, New Doornfontein. (011 - 406 7300): 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 1111 and the depositor should be the bidder's name. Cash is not accepted.
COMPULSORY SITE INSPECTION AND BRIEFING MEETING:	Not Applicable
BID CLOSING:	11:00 am, Friday, the 08th March 2019. Bids will be subsequently opened at JOSHCO main boardroom. No late bids will be accepted.

The Bid evaluation process will be conducted in five 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;

Stage 2: Administrative Compliance.

Stage 3: Functionality Evaluation Criteria

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

Stage 5: Award Criteria

- Preference for the award will be given to bidders who are at least **51% owned by black people**; with a preference for black women ownership.
- Preference for the award will be given to Bidders who are situated within **Johannesburg**.

CRITERIA	MEANS OF VERIFICATION	
STAGE 1: Prequalification Criteria	The tenderer must submit minimum B-BBEE status level of contributor of Level 1. <ul style="list-style-type: none"> ○ The bidders B-BBEE certified certificate or independent confirmation of the bidders B-BEE status level of contribution ○ The bidders certified CIPC or CK documents 	
STAGE 2: ❖ Administrative Compliance	Primary: <ol style="list-style-type: none"> 2.1 Valid SARS Tax Clearance Certificate or confirmation of SARS pin 2.2 Up to date municipal account/statement for both the company and its active directors (not older than 3 months) in case where a bidder or the director is a lessee, a signed certified copy of a valid lease agreement must be supplied 2.3 Certified ID copies of all directors. Secondary: <ol style="list-style-type: none"> 2.4 Central Supplier Database (CSD) report 2.5 In the case of a JV, an original JV Authority of Signatory, JV agreement and a Consolidated B-BBEE Certificate from an approved verification agency for the JV must be submitted. 2.6 Cancelled cheque or an original letter from Bank not older than 3 months confirming bank account details. Tenderers that fail to submit the above compliance documents, will not be eligible for award,	
STAGE 3: ❖ Preferential Procurement points System	Only bidders who score a minimum of 70 points out of 100 points on functionality will be evaluated in terms of Preferential Procurement Policy Regulations of 2017 using the 80:20 points system, where by 80 points will be allocated for price and 20 points allocated for B-BBEE status level of contribution.	
Stage 4: ❖ Award Criteria	CRITERIA	MEANS OF VERIFICATION
	Preference for the award will be given to bidders who are at least 51% owned by black people with a preference for black women ownership.	5.1. The bidders B-BBEE certified certificate or independent confirmation of the bidders B-BBEE status level of contribution 5.2. The bidders certified CIPC or CK documents and share certificates.
	Preference will be given to Bidders who are situated within Johannesburg. Bidders from outside Gauteng will not be considered.	5.3. Bidders up to date municipal account/statement. In case where a bidder is a lessee, a signed certified copy of a valid lease agreement must be supplied.

Bids must be sealed, externally endorsed with the **Bid Name: JOSHCO Executive Search Services, Bid No: HR/002/2019** to be deposited in the JOSHCO Tender Box, **1st Floor, 137 Silverlight Avenue, New Doornfontein.**

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

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