



JOHANNESBURG SOCIAL HOUSING COMPANY

INVITATION TO BID: REQUEST FOR PROPOSALS

JOSHCO invites all prospective service providers to submit bids in accordance with the Terms of Reference provided in this invitation:

Bid No.	IT/002/2017
Project Name	Information Technology (IT) Support Services for a period of three (3) years
Project Scope	JOSHCO requires support and assistance to its Information Technology (IT) department on matters surrounding system administration and maintenance, and support of Microsoft Windows network, servers and workstations
Collection of Bid Documents	Monday, 28 August 2017 from the Procurement Section, 1 st Floor, 137 Sivewright Avenue, New Doornfontein. Tel. 011 406 7300 during office hours i.e. 08h00 - 16h30 Monday to Friday
Bid Costs	R500 (Five Hundred Rands) 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 documents. Payment reference is 0000 and the depositor should be the bidder's name. Cash is not accepted
Compulsory Briefing Meeting	Bidders are to meet at 13h00 on Monday, 4 September 2017 at JOSHCO Boardroom, 137 Sivewright Avenue, 1 st Floor, New Doornfontein, 2094
Bid Closing	13h00 on Thursday, 28 September 2017. Bids will subsequently be opened in public in the JOSHCO Boardroom. No late bids will be accepted

Bids will be evaluated in terms of (1) Functionality, (2) 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 and (3) Administrative Compliance. 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. **Only bidders who submit all the compulsory documents will be eligible to be awarded.**

Compulsory Documents	<ul style="list-style-type: none"> •Proof of compulsory site briefing attendance which will be verified by the bidder signing the attendance register from the compulsory site briefing •All MBD forms completed and signed
Administrative Documents	<p>Primary: •Valid SARS Tax Clearance Certificate •Up to date municipal account/statement for both the company and its active directors (not older than 3 months). In the case where a bidder or the director is a lessee, a signed certified copy of a valid lease agreement must be supplied</p> <p>•Certified ID copies of all directors. Secondary: •CIPC (company registration documents) •Proof of compliance with COIDA (certified copy of a valid letter of good standing) •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 •Certified B-BBEE Certificate from an approved verification agency •Cancelled cheque or an original letter from the Bank not older than 3 months confirming bank account details</p>

Bids must be sealed, externally endorsed with the **Project Name: Information Technology (IT) support services for a period not exceeding three (3) years and Bid No: IT/002/2017** to be deposited in the JOSHCO Tender Box, 1st Floor, 137 Sivewright Avenue, New Doornfontein, 2094.

All enquiries regarding this bid must be directed in writing to the JOSHCO Supply Chain Department, contact person: **Thembelihle Nyide**, tel. 011 406 7300 / email: thembelihle@joshco.co.za

Should you not receive communication from JOSHCO within 90 days of submitting your bid, please accept that your submission was unsuccessful.