



JOHANNESBURG SOCIAL HOUSING COMPANY

7 DAY ADVERT

Issued: 31/03/2021

REQUEST FOR QUOTATIONS (RFQ): STATIONERY

The Johannesburg Social Housing Company SOC Ltd (JOSHCO) Reg. No. 2003/008063/07 invites all suitable service providers that specialise in the following area of expertise:

Contact person	Description	Closing Date and Time
Name: Lucky Mabika Tel: 011 406 7347 Email: lucky@joshco.co.za	RFQ: Stationery for JOSHCO	Closing Date: 08 /04/2021 Time: 11:00 a.m.

1. PREAMBLE

JOSHCO was created by the City of Johannesburg as one of its preferred implementing agents for social and institutional housing developments and management of rental accommodation for low income earners within the Joburg metropolis.

JOSHCO is active in developing new and improving existing affordable rental housing for the residents of Johannesburg, the company has utilised its capital budget for the development of infrastructure, for the refurbishment of existing buildings and the conversion of hostels into liveable spaces. All of these are for the sole purpose of occupation by leasing tenants

2. SCOPE OF WORK

Prospective service providers are hereby invited to submit quotations in accordance with the specification detailed below.

JOSHCO reserves the right to appoint service providers on a rotational basis and/or a right not to make an award to the lowest priced bid. National Hotline: 0800 002 587 or SMS 32840 - Tip-offs are anonymous.

TENDER ADVERT PUBLICATION

STATIONERY FOR JOSHCO

Description	
Stationery for JOSHCO	
Description	Quantity
Scissors 140mm Right Hand	50 Each
A4 Leathergrain Binding Cover 210gsm	100s X 5 Each
A4 Clear Binding Cover (PVC)	100s X 5 Each
A4 File Dividers (A-Z)	50 Each
A4 Lever Arch Files PVC (Orange)	50 Each
Quotation Folder with overlay	20 Each
2 Hole Punch 65 Sheets 80gsm	20 Each
Marker Highlighters carded 4 assorted	5 Boxes
Stationery Requisition Book (with joshco logo)	10 Each
Stick'N Notes Block Neon	50 Each
A5 Shorthand Notebook	20 Each
Bostik Prestik 100g	50 Each
Secretarial Folders 50 in a pack assorted	10 Packs
Exam Pads 100 Sheets	30 Each

3. Phase 1 – Administrative Compliance

- a. Valid Original SARS Tax Clearance Certificate
- b. Company Registration Documents.
- c. Up to date municipal account/statement for the company (not older than 3 months). In case where a bidder is a lessee, a certified copy of a valid lease agreement must be supplied.
- d. Proof of banking - Cancelled Cheque or a valid letter from the Bank (not older than 3 months).
- e. B-BBEE Certificate (You will forfeit points allocated to B-BBEE if the B-BBEE certificate is not supplied).
- f. CSD Registration Documents.
- g. Completed JOSHCO Supplier database form
- h. MBD.4 and MDB 6.1

JOSHCO reserves the right to appoint service providers on a rotational basis and/or a right not to make an award to the lowest priced bid. National Hotline: 0800 002 587 or SMS 32840 - Tip-offs are anonymous.

TENDER ADVERT PUBLICATION

4. Phase 2 - Evaluation in terms of Preferential Procurement Regulations, 2017

This bid will be evaluated and adjudicated according to the 80/20 preference point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the B-BBEE status level certificate.

Breakdown of Points:

80/20 Preference Point Components	Points
Price	80.00
B-BBEE level contribution	20.00
Total	100.00

JOSHCO seek to provide an effective and efficient procurement service to its stakeholders through procurement best practices and optimal resource management, in compliance with the JOSHCO's Supply Chain Management Policy and relevant procurement prescripts.

JOSHCO is committed to affirmative procurement consistent with the South African Constitution and the approved DTI Codes of Good Practice issued in terms of the BBEE Act No. 53 of 2003 (as amended).

All prices must be **VAT inclusive and include all other related costs.**

Submissions must be hand delivered to JOSHCO head office Reception (Number 61 Juta Street in Braamfontein, Johannesburg at 4th floor) in a sealed envelope **Stationery/03/2021.**

Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful

“Speak up against fraud and corruption; Blow the whistle”
National Anti-fraud Hotline: 0800 002 587 or SMS 32840
Tip-offs are anonymous



JOSHCO reserves the right to appoint service providers on a rotational basis and/or a right not to make an award to the lowest priced bid. National Hotline: 0800 002 587 or SMS 32840 - Tip-offs are anonymous.

TENDER ADVERT PUBLICATION