



Issued: 15 - 01 - 2019

REQUEST FOR QUOTATIONS (RFQ): INVESTIGATION ON ACCUSATIONS OF MISCONDUCT AGAINST 2 STAFF MEMBERS

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: Thembelihle Nyide Tel: 011 406 7354 Email: thembelihle@joshco.co.za	RFQ: JOSHCO requires a service provider to investigate accusations of misconduct against 2 staff members.	Closing Date: 22 January 2019 Closing Time: 10:00 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. PURPOSE

JOSHCO requires a service provider to investigate accusations of misconduct against 2 staff members.

Initials (SCM): 

3. SCOPE OF WORK

JOSHCO requires a service provider to investigate accusations of misconduct against 2 staff members.

- ❖ You are hereby empowered to access JOSHCO building(s), vehicle(s), and or records/documents where you need to inspect or obtain copies of relevant information for your investigation, as well as to question and obtain statements from any JOSHCO / Council official as you may see fit to ascertain the veracity of the above accusations.
- ❖ Compile a report of your findings and recommendations to the attention of Chief Executive Officer within 30 days from the date of appointment.

Should you require specific details on this request, kindly contact Acting HR Manager, Mr Sonwabiso Selana on 011 406 7317, or by email sonwabiso@joshco.co.za.

4. Phase 1 - Evaluation in terms of Preferential Procurement Regulations, 2017:

This RFQ 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

Initials (SCM):



5. Phase 3 – Administrative Compliance

- 5.1.1.** Valid Original SARS Tax Clearance Certificate
- 5.1.2.** Company Registration Documents.
- 5.1.3.** Up to date municipal account/statement for both 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.
- 5.1.4.** Proof of banking - Cancelled Cheque or a valid letter from the Bank (not older than 3 months).
- 5.1.5.** B-BBEE Certificate (You will forfeit points allocated to B-BBEE if the B-BBEE certificate is not supplied).
- 5.1.6.** Central Supplier Database (CSD) Report

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 (137 Sivewright Avenue, 1st Floor, New Doornfontein, 2094) in a sealed envelope **INVESTIGATION/001/2019**
Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful.

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SUPPLY CHAIN MANAGER
JOHANNESBURG SOCIAL HOUSING COMPANY

Date: