



JOHANNESBURG SOCIAL HOUSING COMPANY

7 DAY ADVERTISEMENT

Issued: 12/04/2022

REQUEST FOR QUOTATIONS (RFQ): SUPPLY AND DELIVERY OF 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
Name: Patrick Mbukwe Cell: 011 406 7300 / 7362 Email: patrick@joshco.co.za	RFQ: SUPPLY AND DELIVERY OF STATIONERY	Closing Date: 22/04/2022 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

An experienced service provider is required to supply and deliver stationery for Joshco.

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.

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- 2.1. 100 Metrofile boxes with weight of 20 Kg.
- 2.2. 80 Rotatrim papers (A4 white papers for printing) boxes.
- 2.3. A4 file dividers A-Z PVC 5 boxes
- 2.4. Binding Cover Clear A4 5 boxes
- 2.5. Black Leather Grain Binding cover A4 5 boxes

3. Phase 1 – Compulsory Administrative Compliance

- a. Valid Original SARS Tax Clearance Certificate or SARS PIN
- 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. Both the Company and its Directors
- d. Proof of banking - Cancelled Cheque or a valid letter from the Bank (not older than 3 months).
- e. B-BBEE Certificate/Sworn affidavit (You will forfeit points allocated to B-BBEE if the B-BBEE certificate is not supplied).
- f. CSD Registration Documents or MSD number
- g. Completed JOSHCO Supplier database form (if you are not registered)
- h. Completed MBD forms (4,6.1 and 8,9)

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

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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 BBBEE 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 222 Smit Street in Braamfontein, Johannesburg at Ground floor) in a sealed envelope written **RFQ/STATIONERY/03/2022** 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



SUPPLY CHAIN MANAGER
JOHANNESBURG SOCIAL HOUSING COMPANY

Date: 11/04/2022

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