



## JOHANNESBURG SOCIAL HOUSING COMPANY

### 7 DAY ADVERTS

Issued: 11/05/2021

#### REQUEST FOR QUOTATIONS (RFQ): COMMITTEE SECRETARY CONSULTANT

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
<b>Name:</b> Lucky Mabika <b>Cell:</b> 011 706 7390 <b>Email:</b> <a href="mailto:lucky@joshco.co.za">lucky@joshco.co.za</a>	<b>RFQ: COMMITTEE SECRETARY CONSULTANT</b>	<b>Closing Date:</b> 18/05/2021 <b>Time:</b> 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.

**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. SCOPE OF WORK

Prospective service providers are hereby invited to submit quotations in accordance with the specification detailed below. This cleaning specification is applicable to all JOSHCO that are under contracted services.

## 3. DESCRIPTION

### Responsibilities:

- Ability to draft accurate high-level minutes for Board sub-committees
- Ability to proof read high level quality reports submitted to Board
- Develop an action plan i.e. matters arising, resolution matrix and agendas
- Handling of correspondence with regard to the all committee matters
- Assist compliance with statutory requirements, terms of reference, audit info
- Identify matters in relation to adherence to policies and procedures;

### Key Skills:

- Minute taking
- Writing reports
- Thorough knowledge of MS Office/ Advanced computer and typing skills
- Basic understanding of legislative application i.e.
  - Companies Act,
  - Municipal Systems Act and
  - Municipal Finance Management Act, Municipal Supply Chain Regulations

### Key Competencies:

- Proven experience in drafting and editing meeting documentation, e.g. drafting of reports and compilation of agendas and minutes
- Excellent proficiency in written and oral skills in the English language
- Administrative systems and processes
- Planning, organisational, administrative and time management skills
- Analytical and basic research skills
- Pay attention to detail and act on information
- Maintain confidentiality and professionalism
- Ability to perform in a highly pressurized and deadline driven environment

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### 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:

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

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.

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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 JOSHCO head office Reception (Number 61Juta Street in Braamfontein, Johannesburg at Ground floor) in a sealed envelope **COMMITTEESECRETARYCONS/01/2021.**

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**



**SUPPLY CHAIN MANAGER  
JOHANNESBURG SOCIAL HOUSING COMPANY**

**Date:** 11 May 2021

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