



Johannesburg Social Housing Company

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Issued: 09/01/2020

RFQ: SUPPLY AND DELIVERY OF OFFICE STATIONERY.

The Johannesburg Social Housing Company Pty 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: Kevin Nhlapo TEL: 010 595 4086 EMAIL: kevin@joshco.co.za	SUPPLY AND DELIVERY OF OFFICE STATIONERY.	Closing Date: 15/01/2020 Closing Time: 10:00 a.m.

1. INTRODUCTION

Johannesburg Social Housing Company hereafter referred to as **JOSHCO** invites submissions from reputable service provider to offer technical advice intended for student accommodation.

2. SCOPE OF WORK

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

Stationery Requisition	
Description	QTY
Pritt	x100
Short Hand Note Books	x50
Books A4 Quire	x50
Pentel Black Pens	x60 Boxes
Pentel Clutch Pencil	x30 Boxes
File Dividers (A4 10 Tab Board Unnumbered)	x5 Boxes
Arch Lever Files (Blue/ Orange/ Gray/ Green)	200 Each
Staples No56	x100 Boxes
3M Post it (Rainbow colors)	x100 Packs
Pentel Red Gel Pens	x20 Boxes
A4 Envelopes (White)	x250
Metro File Boxes	x150

Directors: Mr. Tumelo Mpho Mlangeni (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Prof. Wellington Twala (NED), Mr. Thabo Motloung (NED), Mr. Nyambeleni Tshindane (NED), Prof. Kevin Wall (NED), Mr. Thami Bolani (NED), Mr. Tumisho Makofane (NED), Mr. Mzamani Saxon Kubayi (NED), Mr. Dinkwanyane Kgalema Mohuba (NED), Ms. Xolisile Njapha (Company Secretary)

File Folders (Pink/ Red/ Blue/ Purple/ Green/Cerise pink/Dark Blue/Lilac/Yellow/Purple/Black/Light blue)	x3 packs each
Hard Drives (120Gig)	x25
Stapler (E-3544)	x150
Staple remover	x100
Staples No66	x50
Highlighters	x100 packs
Ruler	x50
Sign Stickers	x100 packs
Paper clips	x50 boxes
Thimbles (x-small/ small/ Medium)	x10 packs each
Scissors	x100
Paper Tray	x30
File Fasteners	x50
Optiplan Files Flap A4 250g	x200
White Board Markers	x50 packs

3. Stage One: Administrative Compliance

- Prospective training providers **must** submit the following documents with their bids:
 - Profile of the organization
 - Valid Original SARS Tax Clearance Certificate
 - Company Registration Documents.
 - 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.
 - Proof of banking - Cancelled Cheque or a valid letter from the Bank (not older than 3 months).
 - B-BBEE Certificate (You will forfeit points allocated to B-BBEE if the B-BBEE certificate is not supplied).
 - CSD Registration Documents.
 - Completed JOSHCO Supplier database form

4. Evaluation in terms of PPPFA 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

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B-BBEE level contribution	20
Total	100

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 regulatory framework. 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).

Pricing

- All prices must be **VAT inclusive and include all other related costs.**
- Submissions must be hand delivered to JOSHCO head office (61 Juta Street, 4th Floor, Braamfontein 2000) in a sealed envelope – **Supply of Office stationery/009/2020**
- Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful.

A complete document with MBD forms is downloadable from JOSHCO website: www.joshco.co.za

“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: 09/08/2020

Directors: Mr. Tumelo Mpho Mlangeni (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Prof. Wellington Twala (NED), Mr. Thabo Motloung (NED), Mr. Nyambeleni Tshindane (NED), Prof. Kevin Wall (NED), Mr. Thami Bolani (NED), Mr. Tumisho Makofane (NED), Mr. Mzamani Saxon Kubayi (NED), Mr. Dinkwanyane Kgalema Mohuba (NED), Ms. Xolisile Njapha (Company Secreta

Registration Number: 2003/008/063/07