



Johannesburg Social Housing Company

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REQUEST FOR QUOTATIONS (RFQ): SERVICE PROVIDER TO PROVIDE CATERING FOR JOSHCO BOARD MEETINGS DURING THE MONTH OF APRIL 2020

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: Ranapo Maroga Tel: 011 406 7390 Email: ranapo@joshco.co.za	RFQ: SERVICE PROVIDER TO PROVIDE CATERING FOR JOSHCO BOARD MEETING DURING THE MONTH OF APRIL 2020	Closing Date: 23/03/2020 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.

SERVICE PROVIDER TO PROVIDE CATERING FOR JOSHCO BOARD MEETINGS DURING THE MONTH OF APRIL 2020

1 BOARD INDUCTION (DAY1):19 people. ❖ Breakfast: Muffins and Croissants ❖ Lunch: Steam Bread, Beef Stew, Coslo, Butternut. ❖ Mixed Cold Drinks cans x19 ❖ Still water x19	2 BOARD INDUCTION (DAY 2): for 19 people. ❖ Breakfast: Muffins ❖ Lunch: Papa, Beef slices, Wors , Creamy spinach, Chakalaka, ❖ Mixed Cold Drinks cans x19	3 HR COMMITTEE MEETING: for 15 people. ❖ Breakfast: Muffins and Croissants ❖ Lunch: Rice, Lamb Stew. Beetroot and Green Salad. ❖ Cold Drinks cans x 15
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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. Tumisho Makofane (NED), Mr. Mzamani Saxon Kubayi (NED), Mr. Thami Bolani (NED), Mr. Dinkwanyane Kgalema Mohuba (NED), Ms. Xolisile Njapha (Company Secretary)

❖ Mixed Fruits(platter)	❖ Still water x19 ❖ Mixed Fruits(platter)	❖ Still water x19 ❖ Mixed Fruits(platter)
4 AUDIT AND RISK COMMITTEE MEETING: for 15 people ❖ Breakfast: Sandwich and Muffins ❖ Lunch: Stamp, Tripe, Chakalaka, Creamy Spinach. ❖ Mixed Juice and Cold Drinks Cans x15 ❖ Still Water x 15	5 DEVELOPMENT COMMITTEE MEETING: for 15 people ❖ Breakfast: Sandwich and Muffins ❖ Lunch: Papa, roasted chicken, Gravy, Coslo and Beetroot. ❖ Cold Drinks cans x 15 ❖ Still Water x 15	6 ORDINARY BOARD MEETING: for 15. ❖ Breakfast: Muffins ❖ Lunch: steam Bread, Hardbody, Chakalaka, Spinach. ❖ Cold Drinks cans x 15 ❖ Still Water x 15
7 SITE VISIT REFRESHMENTS: for 19people ❖ Lunch: Biltong, Beef Steak, wors, Papa, Chakalaka, ❖ Still water x19 ❖ Mixed Juice x 19		

NB: The date and venue will be provided to the appointed services provider, the pricing must include delivery.

3. Phase 1 – Administrative Compliance

- Valid Original SARS Tax Clearance Certificate/SARS Pin
- Company Registration Documents and ID of the Directors.
- 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.
- 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.
- MBD Forms (4,6,1,8,9)
- Completed JOSHCO Supplier database form

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 61Juta Street in Braamfontein, Johannesburg at 4th floor) in a sealed envelope **CATERING /007/2020** 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: **12/03/2020**