



Johannesburg Social Housing Company

61 Juta Street
Braamfontein
2094

PO Box 16021
New Doornfontein
2028

Tel 0861 JOSHCO
Tel +27 (0) 11 406 7300
Fax +27 (0) 11 404 3001
E-mail info@joshco.co.za
www.joshco.co.za

Issued:23-09-2020

REQUEST FOR QUOTATIONS: SUPPLY & DELIVERY OF 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: Lucky Mabika Tel: 011 406 7347 Email: Lucky@joshco.co.za	Supply & Delivery of Office Stationery.	Closing Date:02 October 2020 Closing Time: 14:00 P.m.

Prospective service providers are here by invited to submit quotations for Supply & Delivery of Office Stationery at JOSHCO.

Purpose

An experienced service provider is required to Supply & Deliver Office Stationery JOSHCO.

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.

ITEM DESCRIPTION	QUANTITY
❖ Pvc Binding Covers Clear.	2x Boxes
❖ Print Glue Stick 43g	100 Boxes
❖ Paper A3-White	50 Boxes
❖ Rota trim Paper White A4.80gsm	80 Boxes
❖ Paper A4 Yellow	50 Boxes
❖ Books -Short hand Note	50
❖ Books-Counter Book 2 Quire A4	50

Directors: Mr. Theodore Dlamini (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Moerane Maimane (NED), Mr Jason Sobekwa (NED), Mr Simphiwe Mhlongo (NED), Mr Themba Mamba (NED), Ms Grace Boikhanyo (NED), Mr Xolani Dlwathi (NED), Ms Brenda Makhanya (NED), Ms Sibongile Bhengu (NED), Ms. Xolisile Njapha (Company Secretary)

❖ Leads -Pencil	100 Boxes
❖ Pentel Clutch Pcl 0.5mm HB A155	100 Boxes
❖ Lever Arch Files (Black, Red, Green, Blue, Rey)	200 Boxes
❖ Pentel Clutch Red Gel Pens	30 Boxes
❖ Pentel Clutch Black Gel Pens	20 Boxes
❖ Metro File Boxes	300 Boxes
❖ Highlighters	50 Packs
❖ Sign Stickers (Clear, Rainbow)	100 Packs Each
❖ Calculators (12 & 16 Digits)	25 Each
❖ Cube Refill Holder	10
❖ Erasers	5 Boxes
❖ Flip-Files (20,30,50 Pockets)	100 Each
❖ Fluid -Correction	5 Boxes
❖ Fold Back Clips 32mm	20 Boxes
❖ Hard Cover Paper	2 Boxes
❖ Lever-Arch -Labels	5 Boxes
❖ Permanent Markers	10 Boxes
❖ Pens Big -Red	10 Boxes
❖ Pens Big -Black	10 Boxes
❖ Plastic Paper Fasteners	10 Boxes
❖ Metal Paper Fasteners	11 Boxes

Estimated Time of Delivery

Joshco requires service providers to provide the service within five (5) working days from the date of receipt of the purchase order. In case of failure to do so, JOSHCO reserved the right to cancel the purchase order.

The Evaluation Phases

Phase 1- Evaluation in terms of PPPFA 2011:

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
B-BBEE level contribution	20
Total	100

Phase 2 – Administrative Compliance

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- a. Valid Original SARS Tax Clearance Certificate
- 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.
- d. Proof of banking - Cancelled Cheque or a valid letter from the Bank (not older than 3 months).
- e. B-BBEE Certificate (You will forfeit points allocated to B-BBEE if the B-BBEE certificate is not supplied).
- f. CSD Registration Documents.
- g. Completed JOSHCO Supplier database form
- h. MBD.4 and MDB 6.1

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 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 (Number 61Juta Street in Braamfontein, Johannesburg at 4th floor) in a sealed envelope – **RFQ/STATIONERY/111/2020**
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 on from JOSHCO website: www.joshco.co.za



**SUPPLY CHAIN MANAGER
JOHANNESBURG SOCIAL HOUSING COMPANY**

Date: 23/09/2020