



Johannesburg Social Housing Company

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## REQUEST FOR QUOTATIONS (RFQ): SUPPLY AND DELIVERY OF OFFICE CONSUMABLES

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
<b>Name:</b> Kevin Nhlapo <b>Tel:</b> 011 406 7350 <b>Email:</b> kevin@joshco.co.za	<b>SUPPLY AND DELIVERY OF OFFICE CONSUMABLES</b>	<b>Closing Date:</b> 03 /03/2020 <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.

### 2. SCOPE OF WORK

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

ITEM	Quantity
Sugar (2,5 Kg)	30
Cremera 1Kg	30
Ricoffy (750g)	30
Milk ( 6 pack)	30
Jik 1Litre	30
Toilet Roll (24)	30
Rooibos (200g) Teabags	30
Dishwasher (5Litre)	30
Five Roses (200g) Teabags	30
Airfreshner (225 ml)	30
Doom (225ml)	30

### 3. Phase 1 – Administrative Compliance

- Valid Original SARS Tax Clearance Certificate or SARS Pin
- Company Registration Documents.
- 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.
- Completed JOSHCO Supplier database form, If the supplier is not registered on the database

### 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-BBBEE 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 JOSHCO head office Reception (Number 61Juta Street in Braamfontein, Johannesburg at 4<sup>th</sup> floor) in a sealed envelope **OFFICE CONSUMABLES/017/2020** 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: 25/02/2020