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JOHANNESBURG SOCIAL HOUSING COMPANY

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INVITATION TO BID

Johannesburg Social Housing Company hereafter referred to as **JOSHCO** invites all experienced and qualified service providers to submit proposals and supporting documents based on the Terms of Reference provided with this invitation:

Bid No.	REV/001/2018
Project Name	JOSHCO debt collection services for a period not exceeding three years.
Project Scope	JOSHCO invites tenders from duly qualified and registered debt collection service providers to support JOSHCO with the collection of revenue on all overdue accounts, for a period not exceeding three years, on a commission basis based on successful collection for all pre-legal revenue collection activities.
Collection of Bid Documents	Friday, the 11th of May 2018 during standard office hours (08h00 - 16h00), at the Procurement Section, 1 st Floor, 137 Sivewright Avenue, New Doornfontein (011 406 7300). Proof of payment required.
Bid Costs	R500.00 (Five Hundred Rands only) non-refundable fee inclusive of VAT. Payable to JOSHCO, Standard Bank, Johannesburg, Branch Code: 00 02 05, Account Number: 00 019 772 6. Bidders to provide deposit slip or EFT transcript when collecting documents. Payment reference is 5555 and the depositor should be the bidder's name. Cash is not accepted.
Compulsory Briefing Meeting	Bidders are to meet at 11h00 am on Wednesday, the 23rd of May 2018 at the JOSHCO Boardroom, 1st Floor, 137 Sivewright Avenue, New Doornfontein.
Bid Closing	11h00 am, Tuesday, the 12th of June 2018. Bids will subsequently be opened in public in JOSHCO main Board Room. No late bids will be accepted.

The Bid Evaluation Process will be conducted in five stages as follows:

Stage 1 - Pre-qualification Criteria: The following pre-qualification criteria will apply:

- Tenderers must have a minimum B-BBEE status level of contribution of 3;
- Tenderers must subcontract a minimum of 30% to either, or a combination of:
 - ◊ an EME or QSE which is at least 51% owned by black people.
 - ◊ Certified certificates of shareholding and CIPC or CK documents of the bidder and the subcontractor must be submitted with the bid.
 - ◊ Only a valid certified B-BBEE Certificate from an approved verification agency will be considered as acceptable in the evaluation process and for claiming BBBEE points (Sworn affidavit will not be acceptable).

Stage 2: Mandatory Criteria.

Stage 3: Functionality Evaluation Criteria.

Stage 4: Preferential Procurement Policy Regulations of 2017 using the 80/20 points system, where 80 points are allocated to price and 20 points are allocated to B-BBEE Level of Contribution.

Stage 5: Administrative Compliance.

- ✓ Preference for the award will be given to bidders who are at least 51% owned by black people;
- ✓ JOSHCO reserves the right to withdraw this bid at any time without giving rise to any obligation to be responsible for any loss or financial damage which may be incurred or suffered by any bidder; and
- ✓ JOSHCO reserves the right to weigh criteria and is not obligated to offer this opportunity to the highest financial bidder; this also includes any responsibility for expenses/losses, which may be incurred by any bidder in preparation of this bid.

Bids must be sealed and externally endorsed with the **Project Name:** JOSHCO Debt Collection Services for a period not exceeding three years - **REV/001/2018** to be deposited in the JOSHCO Tender Box, 1st Floor, 137 Sivewright Avenue, New Doornfontein.

All enquiries regarding this bid must be directed **in writing** to the JOSHCO Supply Chain Department, **Thembelihle Nyide**, email: **thembelihle@joshco.co.za**

Should you not receive communication from JOSHCO within 120 days of submitting your bid; please accept your submission as unsuccessful.

Fraud and Corruption Hotline: 0800 002 587 or SMS to 32840