

BID NOTICE AND INVITATION TO BID

JOSHCO invites all prospective service providers to submit bids in accordance with the Terms of Reference provided in this invitation.

BID NO.	PROJECT NAME
OSR/001/2023	APPOINTMENT OF A SERVICE TO PROVIDE JOSHCO WITH OFFSITE STORAGE AND RETRIEVAL OF DOCUMENTS AS AND WHEN FOR THE PERIOD OF THREE (3) YEARS
COLLECTION OF BID DOCUMENTS:	Wednesday, 31st May 2023 , during standard office hours (09:00 – 15:00) Monday to Thursday, at the Procurement Section, JOSHCO Offices, Ground Floor Reception, 61 Juta, Braamfontein, Johannesburg, Gauteng
BID COSTS:	R 500.00 (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 a deposit slip or EFT transcript when collecting document. Payment reference is 40114 and the depositor should be the bidder's name. Cash is not accepted.
COMPULSORY BRIEFING MEETING:	Bidders are to meet at 12:00pm, Thursday, the 01 of June 2023 , at JOSHCO Head office 1st floor Educational room, 61 Juta Street Braamfontein.
BID CLOSING:	12:00p.m, Friday, the 30 of June 2023. Bids must be delivered at JOSHCO Head Offices no later than the time and date indicated above. The delivery address is JOSHCO Offices, Ground Floor Reception, 61 Juta, Braamfontein, Johannesburg, Gauteng

The Bid evaluation process will be conducted in four stages as follows:

Stage 1: Prequalification Criteria: The following prequalification criteria will apply: -

- Attendance of a compulsory site briefing.
- Bidders to submit the National Archives and Records Management inspection certificate

Stage 2: Administrative Compliance.

Stage 3: Functionality Evaluation Criteria

Stage 4: SITE VISIT and Presentation

Stage 5: Preferential Procurement Policy Regulations of 2022 using the 80:20 points system, where 80 points are allocated to price and 20 points are allocated to specific goals

Bids must be sealed, externally endorsed with the **Project Name: APPOINTMENT OF A SERVICE TO PROVIDE JOSHCO WITH OFFSITE STORAGE AND RETRIEVAL OF DOCUMENTS AS AND WHEN FOR THE PERIOD OF THREE (3) YEARS.** Bid No: **OSR/001/2023** to be deposited in the JOSHCO Tender Box, Ground Floor Reception, 61 Juta, Braamfontein, Johannesburg, Gauteng

All enquiries regarding this bid must be directed **in writing** to the JOSHCO Supply Chain Department, contact person: **Ranapo Maroga**, e-mail address: ranapo@joshco.co.za, Technical queries must be directed to: **Tumi Masemola** contact number: **076 813 2170**, e-mail address: tumi@joshco.co.za

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