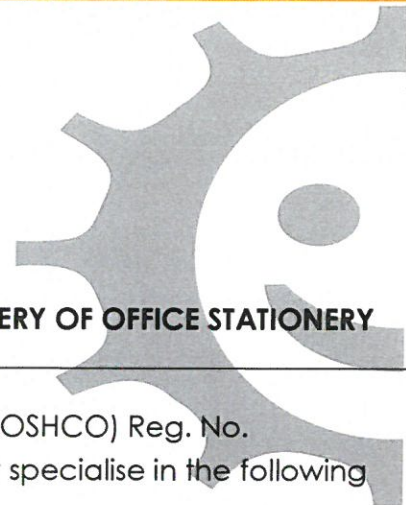




Issued: 26 - 09 - 2018



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

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: Thembelihle Nyide Tel: 011 406 7354 Email: thembelihle@joshco.co.za	RFQ: Supply and delivery of office stationery	Closing Date: 03 October 2018 Closing Time: 10:00 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. PURPOSE

JOSHCO requires a reliable supplier to supply and deliver office stationery as per the details provided under scope of work below

Initials: _____ 

3. SCOPE OF WORK

- Supply and deliver the below office stationery

Description	QTY
Sign Here Stickers	50 Packs
Pens- Pentel (Black)	50 boxes
Pritt (43g)	50 boxes
Pens Pentel GEL (Black)	30 boxes
Pens- BIC (Black)	50 boxes
Pentel Clutch Pencil	50 boxes
Pens BIC (Red)	30 boxes
Erasers	30
3M Post It Coloured Notes (73mm X 73mm)	60 Packs
Arch Lever Files	500
Arch Lever Files (Red)	50
Arch Lever Files (Blue)	50
File Folders (Dark Blue, Black, Purple , Green)	4x Packs each colour
Metal Paper Fasteneres (80mm)	40 Boxes
A4 Counter Books	100
A4 Exam Pads	100
Prestick(Bostick)	40
Maped Staplers (E-3544)	50
A4 File Dividers (CUDBOARD, Unnumbered) box of 10s	10 BOXES
A4 PVC File Dividers (JAN- DEC) box of 10s	5 Boxes
A4 PVC File Dividers (A-Z, PVC) box of 10s	5 Boxes
Buff Sell tape (Clear)	10
Staples	100
Staple Removers	50
Tipex	30
Permanent Markers	20 Packs
Note Pads	50
Highlighters	60 Packs
Ruler (30cm)	50
Rubber Bands	50 Packs
Duracell AA Batteries	20 Packs
Post It	50 Packs
Toner HP 13A	2
Toner Samsung 109	5
Toner HP 49A	2
Toner HP CE538-60151	2
A4 Tower labels W106 (210x297mm) 1up	100 sheets
Round Labels (Green/Yellow/ Red) WL-5375	4 Boxes each colour

Initials: 

3.1. DELIVERY DATE

- ❖ The Awarded supplier will be required to deliver within 5 working days of receiving an approved purchase order from JOSHCO.

4. Phase 1 - 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

5. Phase 3 – Administrative Compliance

- 5.1.1.** Valid Original SARS Tax Clearance Certificate
- 5.1.2.** Company Registration Documents.
- 5.1.3.** Up to date municipal account/statement for both 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.
- 5.1.4.** Proof of banking - Cancelled Cheque or a valid letter from the Bank (not older than 3 months).
- 5.1.5.** B-BBEE Certificate (You will forfeit points allocated to B-BBEE if the B-BBEE certificate is not supplied).
- 5.1.6.** Central Supplier Database (CSD) Report

Initials:  _____

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 (137 Sivewright Avenue, 1st Floor, New Doornfontein, 2094) in a sealed envelope **OFFICE STATIONERY/002/2018**
Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful.


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SUPPLY CHAIN MANAGER
JOHANNESBURG SOCIAL HOUSING COMPANY

Date: 26/09/2018.....