



Johannesburg Social Housing Company

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RFQ: THE FACILITATION OF EXECUTIVE COMMITTEE AND BOARD STRATEGY PLANNING WORKSHOP AND DEVELOPMENT OF A 5 YEAR STRATEGIC PLAN.

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: Kevin Nhlapo TEL: 011 406 7350 EMAIL: kevin@joshco.co.za	THE FACILITATION OF EXECUTIVE COMMITTEE BOARD STRATEGY PLANNING WORKSHOP AND DEVELOPMENT OF A 5 YEAR STRATEGIC PLAN.	Closing Date: 08/10/2019 Closing Time: 10:00 a.m.

1. INTRODUCTION

Johannesburg Social Housing Company hereafter referred to as JOSHCO invites submissions from reputable service providers to facilitate the executive committee and board strategy planning workshop and development of a 5 year strategic plan.

2. SCOPE OF WORK

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

**The scope of works comprises, but is not limited to:
Design and develop workshop**

1. The Service provider will be expected to familiarize themselves with JOSHCO's business model including the review of the organizational key documents.
2. Develop workshop methodologies and material in conjunction with the EXCO
3. Design and prepare innovative participatory methodologies, including mind maps and matrix maps activities emphasizing discussion and focus on the organization's existing strengths
4. The workshop must be participatory and must be designed to provoke critical review and thinking amongst the participants
5. Scenario planning in the strategic planning workshop process

Directors: Mr. Tumelo Mpho Mlangeni (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Prof. Wellington Twala (NED), Mr. Thabo Motloung (NED), Mr. Nyambeleni Tshindane (NED), Prof. Kevin Wall (NED), Mr. Thami Bolani (NED), Mr. Tumisho Makofane (NED), Mr. Mzamani Saxon Kubayi (NED), Mr. Dinkwanyane Kgalema Mohuba (NED), Ms. Xolisile Njapha (Company Secretary)

Facilitate the workshop

1. Lead and facilitate strategic planning workshop with JOSHCO Management for two days
2. Lead and facilitate a one day strategic workshop with JOSHCO Management and the Board
3. Conducting consultations with key stakeholders prior and post the two sections in preparation
4. Capture and document the workshop proceedings in preparation of developing the strategic document

Document the outcome of the strategic sessions

1. Produce a report of professional standard on the workshops proceedings capturing key strategic issues discussed and agreed on.
2. Develop a draft 5 year strategic plan document that will be informed by the strategic session outcomes and share with JOSHCO executive team before finalization.
3. Consolidate the inputs solicited from JOSHCO Executive Team and package the strategy in line with the National Treasury Framework (JOSHCO to provide the framework)

1. PROJECT DESIGN

The service provider must provide JOSHCO with a comprehensive methodology and timelines which critically shows how it will meet the deadline dates including costing. The proposal must be accompanied by evidence of previous similar work done and reference letters of clients worked with previously.

2. Duration

The service provider will be expected to facilitate strategic workshop with JOSHCO Management for two days on which will take place in October 2019 and the dates will be confirmed with the winning bidder. Subsequent to the Management workshop, service provider will facilitate a day workshop with Executive management and the JOSHCO Board as the final stage of the strategic session prior to compilation of reports and strategic plan.

3. Stage One: Administrative Compliance

- Prospective training providers **must** submit the following documents with their bids:
 - Profile of the organization
 - Valid Original SARS Tax Clearance Certificate
 - Company Registration Documents.
 - 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.
 - 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.
 - Completed JOSHCO Supplier database form

4. Evaluation in terms of PPPFA 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
B-BBEE level contribution	20
Total	100

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 BBBEE Act No. 53 of 2003 (as amended).

Pricing

- 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 – **Strategic Planning Workshop/008/2019**
- Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful.

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A complete document with MBD forms is downloadable from JOSHCO website: www.joshco.co.za

“Speak up against fraud and corruption; Blow the whistle”
National Anti-fraud Hotline: 0800 002 587 or SMS 32840
Tip-offs are anonymous



A handwritten signature in black ink, appearing to be 'M. M. M.', written over a horizontal line.

SUPPLY CHAIN MANAGER
JOHANNESBURG SOCIAL HOUSING COMPANY

Date: 2/10/2019

Directors: Mr. Tumelo Mpho Mlangeni (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Prof. Wellington Twala (NED), Mr. Thabo Motloung (NED), Mr. Nyambeleni Tshindane (NED), Prof. Kevin Wall (NED), Mr. Thami Bolani (NED), Mr. Tumisho Makofane (NED), Mr. Mzamani Saxon Kubayi (NED), Mr. Dinkwanyane Kgalema Mohuba (NED), Ms. Xolisile Njapha (Company Secret

Registration Number: 2003/008/063/07