



Johannesburg Social Housing Company

137 Sivewright Ave
1st Floor
New Doornfontein
2094

PO Box 16021
New Doornfontein
2028

Tel 0861 JOSHCO
Tel +27 (0) 11 406 7300
Fax +27 (0) 11 404 3001
E-mail info@joshco.co.za
www.joshco.co.za

Issued: 06/09/2019

RFQ: APPOINTMENT OF A SERVICE PROVIDER FOR CONTENT EDITING OF THE 2018/2019 FINANCIAL YEAR ANNUAL REPORT FOR JOSHCO.

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: Ranapo TEL: 011 406 7390 EMAIL: ranapo@joshco.co.za	Appointment of a service provider for editing the 2018/2019 financial year annual report Joshco.	Closing Date: 17/09/2019 Closing Time: 11:00 a.m.

1. INTRODUCTION

The Johannesburg Social Housing Company SOC Limited (“JOSHCO”) was established in November 2003 by the City of Johannesburg (City). JOSHCO’s mandate is to provide and manage affordable rental housing for the lower income market as an integral part of efforts to eradicate the housing backlog of the City. It is a registered Social Housing Institution with an accreditation from the Social Housing Regulatory Authority (SHRA). JOSHCO predominantly serves a market whose total household income is between R3500 and R15000 per month. It is a special purpose vehicle to access National and Provincial grant funding which CoJ or CoJ Housing Department cannot.

Vision

To become the best provider of quality, affordable social housing that contributes to the City that works”.

Purpose

“Building places where People love to Live”

Mission

“JOSHCO will design and build quality, resource efficient, economically sustainable and affordable housing products, which are close to transport nodes and which address the needs of the community and the environment in Johannesburg, with a strong emphasis on effective management and customer-focused service delivery”.

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)

Registration Number: 2003/008/063/07

2. OBJECTIVE OF THE ANNUAL REPORT

The Social Housing industry is a competitive market across the South African region with just over 20 Social Housing Companies competing in the market. The National Government (Human Settlement) has embraced the Social Housing market as a strategy to eradicate the housing backlog facing South Africa. Many South Africans have seen the Social Housing market as the market formed to improve the quality of life. The City of Johannesburg through JOSCHO has managed to achieve better quality of life for its Citizens and the annual report must embody this:-

- Position JOSCHO as a leader in the Social Housing market;
- Inform and educate stakeholders about the role and the mandate of JOSCHO;
- Promote the vision and strategic objectives of JOSCHO;
- Meet all the requirements of the annual report content as prescribed by the National Treasury guidelines;
- Communicate the relevant and reliable information about JOSCHO and;
- The annual report must set precedent about the JOSCHO's commitment in the Social Housing market and reflect the values of the organization.

3. SCOPE OF WORK

The scope of works comprises, but is not limited to:

- Layout and Design of the 2018/19 Annual Report;
- Concept, design and development of Annual Report cover
- Editing and proof reading of the content; (to be provided by JOSCHO);
- Set-up images/ photography/ illustrations;
- Graphic design and layout of content, including graphs, organograms and financial statements
- Delivery of hard copies;
- Cutting of 2x CD's of the report in PDF, Word and Power Point Format; and
- Supply 2 x USBs with editable versions of the Power Point, PDF and Word formats

4. PRINTING SPECIFICATION

The Annual Report must be printed as follows:

Items	Quantity
Size	A4 (approx. 100 pages)
Paper	Cover 300 gsm Matt Laminate – Spot UV Inner 135 gsm
Paper	Inside (Text) 128 gsm Matt
Binding	Perfect Bound (Booklet Style)
Colour	Full Colour
Font size	Calibri 11

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 Secre

5. PROJECT DESIGN

The service provider must submit a written proposal, which must address the following:

- A detailed methodology and the approach including project plan with clearly stipulated timelines and milestones
- A detail project budget proposal inclusive of VAT.
- Proven ability including testimonials and references. The proposal must be accompanied by evidence of previous similar work produced and three different samples.
- The service provider is requested to provide summarised CVs of all members of the core project team, their experience in similar events as well as their roles and responsibilities.
- The project team should be the same throughout the process; any deviation from this should be in writing and approved by JOSHCO.
- The project leader involved in the project should be the same throughout the project life cycle, unless there are specific reasons to change.
- Apart from the total cost, a breakdown of the project costs is needed. These costs should cover all professional fees as well as other overheads such as telephone; fax costs, postal/courier, printing of reports, etc.

6. Duration

The duration of the project shall be two months with no room for extend deadline and the first draft shall be due at the end of the first month of execution.

7. BRIEFING SESSION

For the purposes of any clarification that maybe required by bidders, it is of the utmost importance that all prospective bidders attend the compulsory briefing session and sign the attendance register which will be held at JOSHCO Head Office at 137 Siverwright Avenue in New Doornfontein.

Compulsory Briefing Date	Tuesday 10 September 2019 at 11;00am	JOSHCO Head Office at 137 Siverwright Avenue in New Doornfontein.
--------------------------	--------------------------------------	---

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 Secre

8. BID EVALUATION PROCEDURE

8.1. Stage One: Administrative Compliance

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

9. 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).

9.1. 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 – **2018/2019 FINANCIAL YEAR ANNUAL REPORT FOR JOSHCO/09/2019.**

- Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful.

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



SUPPLY CHAIN MANAGER
JOHANNESBURG SOCIAL HOUSING COMPANY

Date: 06/09/2019

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 Secre