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Johannesburg Social Housing Company

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RFQ: Document Management System

The Johannesburg Social Housing Company Pty Ltd (JOSHCO) Reg. No. 2003/008063/07 invites all service providers that offer the kind of service indicated above to send quotations based on the description below.

Description: JOSHCO requires M-Files, the computer-based document management system, to archive and retrieve electronic documents and/or images of paper documents and includes business process management functionality, with scanning, indexing, workflow, integration, distribution and tracking and reporting tools. Proposals should also include consulting for business analysis, implementation and training.

Conditions:

1. All prices quoted must be inclusive of VAT.
 2. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
 3. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
 4. Indicate the training costs.
- Quotations/Proposals must be accompanied by a valid Tax Clearance Certificate, CIPRO documents, up-to-date Municipal Rates and Taxes Statement, Proof of Banking, BEE rating Certificate. **(Legislative Documents)**

Enquiries: Contact Warren Dyksman (011) 406 7300 Email – warren@joshco.co.za

Submission date: 9th December 2011 at 11h00 A.M. in person to the physical address indicated above, with labeled envelope RFQ/DOC/MGT.

The 80/20 point system will be applied on two staged evaluation as follows:

Compliance with the project description/specification 5 points (Pre qualification)

NB: Non Compliance with the legislation required documents is disqualifiable

Points for Price	80
HDI	10
Women Ownership	5
Youth	3
Disability	2

Directors: Ishmael Mkhabela (Chairperson), Rory Gallocher (Chief Executive Officer), Fikile Segole, Lethabo Mashamaite, Paul Jackson, Vuyo Booysen, Mpumi Tshabalala, Yaswant Gordhan, Glenda Sengoara, Moope Mphahlele

Registration Number: 2003/008/063/07