

REQUEST FOR QUOTATION ADVERT

Issued:08/10/2026

RFQ NO: EHC/EAP/2026

DESCRIPTION	CONTACT PERSON	CLOSING DATE & TIME
APPOINTMENT OF A SERVICE PROVIDER FOR EVICTION SERVICES FOR THE EKURHULENI HOUSING COMPANY (EHC): AIRPORT PARK COMPLEX	Technical Queries: Madimetja Kekana Department Credit Control and Client Services madimetjak@ehco.org.za SCM Enquiries: dolyp@ehco.org.za thozamad@ehco.org.za patriciam@ehco.org.za	CLOSING DATE: 14 OCTOBER 2026 CLOSING TIME 11h00 am Delivery Address: Corner Victoria Street and Linton Jones Street, Germiston (next to Fire Station)

Quotations are hereby requested from service providers.

1. PREAMBLE

Ekurhuleni Housing Company ("EHC") is a Municipal Entity set up in 2000. It was established to undertake the development and management of rental housing stock for low and moderate- income households in the City of Ekurhuleni.

2. SCOPE OF WORK

The successful bidder will be required to provide the following:

1.1 Labour

A minimum of 50 movers/labourers to support the eviction operations, including the packing, removal, and relocation of items.

1.2 Transport Fleet

5 x 4-ton trucks (minimum capacity) to transport household goods and furniture. 2 towing trucks to move vehicles and heavy items obstructing eviction processes.



Germiston Phase II Housing Company(PTY) Ltd.

Known as **Ekurhuleni** Housing Company
(2000/007937/07)
("the company")

Chris Hani Village, Cnr Victoria Street & Linton Jones Street, Germiston
Tel: 010 101 4675 | Email: Info@ehco.org.za | Website: www.ehco.org.za

1.3 Operations & Coordination

Attendance at all pre-eviction and post-eviction briefings with EHC, Office of the Sheriff, SAPS, and the eviction task team.

Submission of a detailed Operational Plan before each eviction, covering resource allocation, logistics, stakeholder coordination, safety compliance, and risk mitigation measures.

Coordination with relevant stakeholders to ensure compliance with legal frameworks and operational safety.

1.4 Post-Eviction Monitoring & Reporting

Conduct an after-eviction inspection and ensure all units are evicted.

Submission of a comprehensive Post-Eviction Report including:

Details of operations conducted.
Resources deployed.
Security and safety incidents (if any).

2. DELIVERABLES

The service provider must:

Deploy adequate and trained manpower (minimum 50 movers).

Provide a fleet of trucks and towing vehicles in proper working condition.

Ensure attendance at all required stakeholder meetings (pre- and post-briefs) with EHC, Office of the Sheriff, and SAPS.

Submit a pre-eviction Operational Plan for approval.

Conduct and submit Post-Eviction Reports within agreed timelines.

Maintain compliance with all relevant legislation, safety protocols, and human rights obligations during evictions.

3. Stage 1. MANDATORY DISQUALIFYING CRITERIA

- Late Submissions: Late submissions will not be accepted under any circumstances.

- **Completion and Submission of the Pricing Schedule:** Bidders must fully complete and submit the prescribed pricing schedule contained in this bid document. The pricing schedule must be completed in full and returned as part of the bid submission. Failure to fully complete and submit the prescribed pricing schedule will result in automatic disqualification.
- **Submission Register:** Bidders must ensure that the submission register is correctly completed and signed, using the correct RFQ description and RFQ number. Failure to correctly complete and sign the submission register(s) as required will result in automatic disqualification.
- **MBD Forms:** Bidders must submit all applicable MBD forms, duly completed and signed. Failure to submit the required completed and signed MBD forms may result in disqualification.

4. Stage 2. ADMINISTRATIVE COMPULSORY COMPLIANCE DOCUMENTS IN YOUR RFQ:

- Certified Director's ID copy. (Not older than three months from the closing date)
- Proof of CIPC registration (Please also enclose a document indicating the Directors' full names and ID numbers)
- Up to date municipal account/statement for the company (not in arrears for more than 90 days). In case a bidder is a lessee, a valid original or certified copy of a lease agreement must be supplied.
- Company pricing with letter head
- Valid BBBEE/affidavit (failure to comply bidder will forfeit points allocations of specific goal (80/20 specific goals points allocations as per threshold)
- Bank letter not older than three months
- Respond to RFQ. (RQF document)
- Valid Tax Pin
- CSD report
- Bidders must submit a duly signed undertaking confirming the availability of sufficient financial resources, or access to short-term financing, to ensure successful project delivery prior to appointment.

5. PRICING SCHEDULE

DESCRIPTION	UNIT	QUANTITY	Unit rate	TOTAL AMOUNT (excl. vat)
Labour:Movers/Labourers for eviction operations	Per Labourer	50		
Transport: 4-ton trucks for household goods & furniture	Per truck	5		
Operational Plan	Per Plan	1		

preparation and submission				
Post-Eviction Monitoring (3–5 days site clean-up)	Item	1		
Post-Eviction Report	Item	1		
SUB-TOTAL				
VAT				
GRAND TOTAL				

PLEASE NOTE: THE EHC WILL NOT BE HELD RESPONSIBLE FOR UNDERPRICING DUE TO MISINTERPRETATION OF THE SPECIFICATION.

All prices must be VAT inclusive and include all other related costs. Enquiries to be emailed to the supply chain Department dollyp@ehco.org.za; thozamad@ehco.org.za. patriciam@ehco.org.za; scminterns@ehco.org.za

PROPOSAL & SUBMISSION REQUIREMENTS

- Bidders should carefully examine the entire TOR; Bidders should become fully aware of the nature of the work and conditions likely to be encountered in performing the work.
- Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the bidders' capabilities to satisfy the requirements of this RFQ.
- Emphasis should be placed on: (i) conformance to the RFQ instructions; (ii) responsiveness to the RFQ requirements; and (iii) completeness and clarity of content.

6. Stage 3. EVALUATION IN TERMS OF PPPFA REGULATIONS 2022 (AS AMENDED):

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 awarded for specific goals

80/20 Preference Point Components		Points
PRICE		80
SPECIFIC GOALS		20
Bidder HDI (5pts)		5
Woman (3 pts)		3
Disability (2pts)		2
Youth (2pts)		2

Within Ekurhuleni (8pts)		
		8
Total		100

NB: Bidders must complete all attached MBD forms.

All prices must be VAT inclusive and include all other related costs.

Submissions must be hand delivered to EHC head office (Cnr Linton Jones Street and Victoria Street Germiston next to Fire Station) in a sealed envelope stating **RFQ NO: EHC/EAP/2026 IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER.**

The entity reserves its following rights:

- To award the bid in part or in full,
- Not to make any award in this bid or accept any bids submitted,
- Request further technical information from any bidder after the closing date,
- Verify information and documentation of the bidder(s),
- Not to accept any of the bids submitted,
- To withdraw or amend any of the bid conditions by notice in writing to all bidders before closing of the bid and post-award, and If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.
- Termination the employer may give notice of intention to terminate this agreement where the contractor has failed to:
 - proceed with the work,
 - comply timeously with a contract instruction,
 - Remedy a specified default within such period the employer may forthwith give notice to the contractor of termination of this agreement

Proposals are subject to the Standard Conditions of Tender and the Supply Chain Management Policy of EHC

The entity reserves the right to negotiate with the shortlisted bidder prior to the award and with the successful bidder post award. The terms and conditions for negotiations will be communicated to the shortlisted bidder prior to the invitation to negotiations. This phase is meant to ensure value for money is achieved through the measure of quality that will assess the monetary cost of the items or services against the quality and or benefits of that item or services.

The entity reserves the right to conduct due diligence during the evaluation phases, before the final award, or at any time during the contract period and this may include pre-announced/ no announced site visits. During the due diligence process, the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or in part.

Kindly note that by submitting your documents in our Supply Chain Management processes, you acknowledge that Ekurhuleni Housing Company may process your personal information in terms of the Protection of Personal Information Act No. 4 of 2013 (POPIA).

