



Germiston Phase 2 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: 011 825 0158 | Email: info@ehco.org.za | Website: www.ehco.org.za

Rental Management System

Request for quotation

Appointment of a Service Provider with a Valid Fidelity Fund Certificate to Facilitate Access and Administration of the PayProp Rental Management System for Ekurhuleni Housing Company (EHC) REF NO: EHCPROPA/11/2025

MANDATORY DISQUALIFYING DOCUMENTS

Requirement	Proof Required
Valid Fidelity Fund Certificate	Copy of certificate
PayProp Registration	Proof of PayProp registration
Financial Ability to execute the contract	Latest 3 months bank statements reflecting a positive cash flow or a signed Financial Capability Declaration confirming the bidder's ability to deliver the goods/services

Scope of work

BACKGROUND

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.

Ekurhuleni Housing Company (EHC) derives its mandate from the City of Ekurhuleni (CoE). This mandate is informed by the national housing imperatives that are outlined through the Rental Housing Act, the Social Housing Act, and the MFMA. EHC provides and manages affordable rental housing for the lower income market as an integral part of efforts to eradicate the housing backlog in the Ekurhuleni Metropolis. The main target market comprises of home seekers whose household incomes meet the criteria for the Consolidated Capital Grant (CCG), which comprise of the Restructuring Capital Grant and the Institutional Housing Subsidy, which are available to beneficiaries whose total household income is between R1850 and R22 000 per month.

Ekurhuleni Housing Company (EHC) utilises the PayProp rental management system for the collection and management of tenant rental payments. The previous service provider, who facilitated access to the system on behalf of EHC, has completed their contractual term. PayProp has confirmed that EHC's account remains active; however, in accordance with PayProp regulations and compliance, EHC is required to appoint a new service provider with a valid Estate Agency Affairs Board (EAAB) / Property Practitioners Regulatory Authority (PPRA) Fidelity Fund Certificate to enable access and continued administration of the PayProp platform. The scope includes collecting rental income, processing payments, remitting PayProp fees on behalf of EHC, and reconciling accounts in line with PayProp system requirement.

1. SCOPE OF WORK

The appointed service provider will be required to:

Operational Requirements

- Maintain compliance with PPRA requirements.

Administrative compulsory compliance documents

- Certified Director's ID copy. (Not older than three months from the closing date)
- CK
- 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
- Up to date municipal account/statement for the company and all its directors (not in arrears for more than 90 days). In a case where a bidder is a lessee, a valid original or certified copy of a lease agreement must be supplied.
- Respond to RFQ.
- Signed MBD Forms
- Valid Tax Pin
- CSD report

Closing date: 24 November 2025

Time: 11am

Delivery Address: Cnr Victoria Street and Linton Street Chris Hani Village Germiston 1400 (next to Fire Station)

Non-Executive Directors: L. Mtimde (Chairperson) T. Hangana, F. Dikgale. D. Hlawula

Executive Directors: Z. Nkamana (CEO); N. Ndimande (CFO)

*Z. Malinga (Company Secretary)

Reg. No. 2000/007937/07

Submission must hand be delivered to EHC head office: Cnr Victoria Street and Linton Street Chris Hani Village Germiston 1400 (next to Fire Station) in a sealed envelope stating the description and RFQ NO: **EHCPROPA/11/2025** and **IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER FAILURE TO SIGN WILL RESULT TO DISQUALIFICATION**

NB: please usure to drop the bid document in a red box by EHC reception.

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.

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/ non-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.

- Provide proof of active Fidelity Fund Certificate.
- Manage and operate the EHC PayProp account.
- Process all rental collections and deposit disbursements.
- Pay PayProp fees from collections.
- Transfer remaining balances to EHC monthly.
- Provide monthly financial reports including:
 - Rental collections report
 - Account reconciliations
 - Tenant account statements
 - PayProp fee reports
- Resolve tenant account queries related to payments.
- Maintain strict financial controls and audit trails.

Pricing Structure

- Service providers must submit:
- Management fee proposal expressed as a percentage of rental income collected.
- Confirmation that the provider will pay PayProp fees directly to PayProp.
- Any additional cost elements (if applicable).

Contract Period

- The contract will be for a period of 6 months minimum, subject to satisfactory performance

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.

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 Com	Points
PRICE	80
SPECIFIC GOALS	20
Bidder HDI (5pts)	5
Woman (3 pts)	3
Disability (2pts)	2

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Youth (2pts)		2
Within Ekurhuleni (8pts)		8
Total		20

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Contact Person

Technical (Specification queries)

Madimetja Kekana

madimetjak@ehco.org.za

Supply Chain Management (only queries related to SCM)

Dolly Phatlane/ Thozama Dalindyabo

dollyp@ehco.org.za / thozamad@ehco.org.za



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