



<b>Corporate Publications</b>	
<b>APPOINTMENT OF A CONSULTANT TO REVIEW AND FACILITATE BUSINESS PLAN AND STRATEGIC RISK MANAGEMENT PROCESS – 2026/27 FINANCIAL YEAR. RFQ NO: EHCAR/2026</b>	
<b>3.EVALUATION OF THE QUOTATIONS</b>	<b>Scope of work</b>
<p>RFQ will be evaluated in terms of the below-mentioned criteria:</p> <ul style="list-style-type: none"><li>• Stage One - Phase One: Mandatory Compliance</li><li>• Phase Two: Compulsory Administrative Compliance</li><li>• Stage Three - Price and preference points (80/20)</li></ul> <p><b>STAGE ONE - PHASE ONE: MANDATORY REQUIREMENTS</b></p> <ul style="list-style-type: none"><li>• Late submissions will not be accepted.</li><li>• Bidder must sign submission register.</li><li>• Financial capability. Submit latest 3 months bank statements reflecting a positive cash flow or access to short-term finance (e.g. overdraft facility) confirming the bidder's ability to deliver the project.</li><li>• Company profile demonstrating a minimum of three (3) years' relevant experience, including experience working with government institutions or public entities.</li><li>• Detailed quotation/pricing schedule for the services required.</li><li>• Two (2) references or proof of similar projects previously completed</li></ul> <p>NB: Service providers who fail to comply with the above requirements will be disqualified and will not proceed to Phase 2 of the evaluation.</p>	<p><b>Background</b></p> <p>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.</p> <p><b>1. <u>PURPOSE</u></b></p> <p>EHC is developing and reviewing its 2026/27 Business Plan, which must align with the City of Ekurhuleni's strategic objectives, governance frameworks, and risk management requirements.</p> <p><b>2. <u>SCOPE OF WORK</u></b></p> <p>The consultant will be required to:</p> <p><b>3.1. Strategic Planning Support</b></p> <ul style="list-style-type: none"><li>• Review and provide technical guidance on the 2026/27 Business Plan.</li><li>• Facilitate discussions on strategic priorities, outcomes, and performance indicators.</li></ul> <p><b>3.2. Strategic Risk Management</b></p> <ul style="list-style-type: none"><li>• Facilitate, review and consolidation of the Strategic Risk Register, Compliance and Fraud &amp; Ethics Registers.</li><li>• Advise on the integration of risks into the Business Plan framework.</li></ul>

**STAGE TWO: ADMINISTRATIVE COMPLIANCE**

- 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 BBEE/affidavit (failure to comply bidder will forfeit points allocations of specific goal (80/20 specific goals points allocations as per threshold)
- Bank Confirmation letter not older than three months
- Respond to RFQ.
- Signed MBD Forms
- Valid Tax Pin
- CSD report

**STAGE THREE: PRICE AND PREFERENCE POINTS EVALUATION IN TERMS OF PPPFA REGULATIONS 2022 (AS AMENDED):**

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 prize and 20 points will be awarded for specific goals CSD report

80/20 Preference Pointponents Com	Points
PRICE	80
<b>SPECIFIC GOALS</b>	20
Bidder HDI (5pts)	5

**3.3. Workshop Facilitation**

- Facilitate Management and Board strategic Planning and Risk Management Workshop
- Ensure participatory engagement and alignment of departmental inputs.

**3.4. Final Documentation & Reporting**

- Prepare a workshop report, action plans, and recommendations.
- Support the preparation of documentation for the Board Strategy Session.
- Final draft document for Board approval 2026-27 Business plan and Risk registers (Strategic Risk register, Compliance, Fraud & Ethics registers)

**3.5. Focus areas of the strategic planning session**

- Vision, Mission statements and organizational value system
  - EHC’s priorities and strategies to address these
  - Outcomes, outputs, targets and activities
  - Institutional key performance indicators to enable the EHC’s authorities to track, monitor and review progress against targets
  - Reflections on the appropriate organizational design and capacity relative to the strategic goals and outcomes
  - Resources and budgetary requirements for implementing the strategic plan
  - The strategy monitoring, review and reporting requirements
  - Integration of the strategic priorities into the service delivery and budget implementation plan/ annual performance plan.
- It must also be noted that the Five-Year Business Plan and Risk Registers already exist. The purpose of this process will therefore be to review, assess, and refine the existing documentation where necessary, rather than to develop entirely new documents.

**3.6. DELIVERABLES**

- Workshop facilitation plan
- Consolidated Strategic Risk Register review inputs
- Workshop report and recommendations

Woman (3 pts)	3
Disability (2pts)	
Youth (2pts)	2
Within Ekurhuleni (8pts)	2
	8
<b>Total</b>	<b>100</b>

**CLOSING DATE:**

**19/03/2026**

**Delivery Address:**

**Cnr Victoria Street and Linton Jones Street, Germiston (next to Fire Station)**

Submission must hand be delivered to EHC head office (Cnr Victoria Street and Linton Jones Street, Germiston 1400 next to fire station) in a sealed envelope stating the description and RFQ NO: EHCKL/03/2026 and **IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER.**

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

NB: The RFQ document will be available for downloads

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

- Draft Business Plan input
- Action Plan Working Papers
- Inputs for Board Strategy Session
- Final Draft documents

**3.7. Proposed timeline**

Activity	Dates
Management Business Plan & Risk Strategy Workshop	March 2026
Submission of departmental inputs (KPIs, budgets, risks)	23–31 March 2026
Draft Business Plan compilation	01–05 April 2026
Integration of Strategic Risk Register	01–16 April 2026
Consolidation for Board Strategy Pack	07 April 2026
Board Strategy and Risk Session	16 April 2026
Incorporation of Board inputs	19 April – 08 May 2026
Board Meeting & AGM Approval	19 May 2026
Submission to MMC and Board Chair	08 June 2026
Final Submission to City	12 June 2026

**3.8. Period of support**

The consultancy will commence immediately upon appointment and continue until completion of the workshops, Business Plan, and Risk documentation. The consultant will report to the CEO.

**3.9. Required skills and competencies**

- Experience in facilitating strategic planning and risk management workshops in municipal or public sector environments.
- Knowledge of municipal governance and housing frameworks (MFMA, Social Housing Act, Municipal Systems Act).

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.

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).

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- Strong facilitation, stakeholder engagement, and analytical skills.
- Ability to produce high-quality strategic planning documentation.

## 2.Pricing Schedule

	Unit Price	Quantity	Total (UPxQ)
All activities as per scope of work above :3.1-3.5			
<b>Sub total</b>			
<b>VAT</b>			
<b>Total</b>			

### **Contact Person**

Technical (Specification queries)

Busi Baloyi

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Supply Chain Management (only queries related to SCM)

Dolly Phatlane/ Thozama Dalindyabo/Patricia Mngomezulu/SCM Interns  
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