



<b>Recruitment Services</b>	
PROCUREMENT OF A SERVICE PROVIDER TO PROVIDE RECRUITMENT AND SELECTION SERVICES FOR EHC'S STAFFING NEEDS. RFQ NO: EHCREC 20/01/2026	
Mandatory requirements	Scope of work
<b>(a) Disqualifying Compliance Requirements</b>	
ITEM #	DESCRIPTION
1.	Completed placement fee schedule inclusive of recruitment process as outlined in the RFQ.
2	Proof of professional industry affiliation with a recognized industry association affiliated to CAPES
3	Proof of registration with Department of Employment and Labour (Certificate renewable every 2 Years)
4	<p><b>Company Experience (Mandatory)</b></p> <p>The bidder <b>must</b>:</p> <p>Have a minimum of <b>10 years' proven experience</b> in providing end-to-end executive recruitment/search services, including:</p> <ul style="list-style-type: none"> <li>• Screening applications and CVs</li> <li>• Shortlisting candidates</li> <li>• Conducting and facilitating interviews</li> <li>• Competency and 360-degree assessments</li> <li>• Background/reference checks</li> <li>• Preparation and extension of employment offers</li> </ul> <p><b>Proof required:</b> Company profile and supporting documentation confirming years of operation and relevant services rendered.</p>
5	<p><b>Qualifications of Key Resources</b></p> <p>The bidder <b>must</b>:</p> <p>Provide at least one key resource who holds a <b>minimum of a Degree in Human Resources Management or a related field</b></p> <p>Certified qualification copies (certification not older than 6 months)</p> <p><b>Proof required:</b> CVs and certified qualifications of proposed personnel.</p>
6	<p><b>Experience of Key Resources Mandatory</b> The bidder <b>must</b>:</p> <p>Provide at least one key resource with a <b>minimum of 10 years' relevant experience</b> in end-to-end recruitment/executive search services, including:</p> <ul style="list-style-type: none"> <li>• CV screening &amp; shortlisting</li> <li>• Interview facilitation</li> </ul>
<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 style="text-align: center;"><b>1. SCOPE OF WORK</b></p> <p>The scope of work is detailed as follows:</p> <p>2.1 Screening of Applications</p> <p>The service provider will receive all applications, screen them in terms of suitability in line with the advert requirements.</p> <p>2.2 Scheduling of shortlisting sessions</p> <p>The Service provider will receive all applications, screen them in terms of suitability in line with the advert requirements.</p> <p>2.3 Shortlisting of Candidates</p> <p>The Service provider will receive all applications, screen them in terms of suitability in line with the advert requirements.</p> <p>2.4 Scheduling of Interviews</p> <p>The Service provider will first submit the shortlists to the Ekurhuleni Housing Company, then schedule interviews based on the feedback received from the Ekurhuleni Housing Company</p> <p>2.5 Assessments, Probity Checks and Facilitation of Interviews</p> <p>The Service provider will facilitate 360-degree assessments, facilitate competency assessments, facilitate probity checks and schedule interviews in line with the availability of selection SERVICE PROVIDER members as informed by the Ekurhuleni Housing Company</p> <p>2.6 Submission of Recruitment Report</p>	

- Competency & assessment processes
- Background checks
- Offer preparation

**Proof required:**

Detailed CVs clearly indicating years and nature of experience.

The Service provider to compile the final report and submit to the Ekurhuleni Housing Company for approval

**3. Skills Requirements**

The skills and competencies required from service providers include:

- Proven experience in recruitment and selection services, supported by appointment letters and references
- Ability to source suitable candidates efficiently and effectively
- Knowledge of legislative and regulatory frameworks governing public sector recruitment
- Capacity to meet EHC's specific goals related to B-BBEE and other socio-economic criteria
- Strong administrative and compliance skills to ensure proper documentation and reporting
- Ability to operate within the stipulated evaluation and contractual framework.

**4. Pricing Schedule**

#	DESCRIPTION	UNIT PRICE	TOTAL (excl. vat)
1.	Screening of application		
2.	Scheduling of Shortlisting session		
3.	Shortlisting of Candidates		
4.	Scheduling of Interviews		
5.	Assessment, Probity checks and Facilitation of Interviews		
6.	Submission of Recruitment Report		
		<b>SUB-TOTAL</b>	
		<b>VAT</b>	
		<b>TOTAL</b>	

**5. Duration of the project**

The duration of the project will be Eleven (11) months from the date of appointment.

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**Company References (Mandatory)**

The bidder must:

Submit **at least four (4) relevant and contactable reference letters** from clients for whom similar end-to-end recruitment services were rendered

References must be **not older than two (2) years**.

**Proof required:**  
Signed reference letters with contact details.

**b) PLEASE ENCLOSE THE FOLLOWING 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 Confirmation letter not older than three months
- Respond to RFQ.
- Signed MBD Forms
- Valid Tax Pin
- CSD report

**CLOSING DATE:**  
**24/02/2026**

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

**Compulsory briefing:**

Date: 20 February 2026  
Address: Cnr Victoria Street and Linton Jones Street Germiston (next to Fire Station)  
Time: 11h00 am

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: EHC REC 20/01/2026 and **IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER.**

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

**NB:** The RFQ document will be available for downloads on EHC website [www.ehco.org.za](http://www.ehco.org.za)

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.

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**Contact Person**

Technical (Specification queries)

Brenda Sekhute

[brendas@ehco.org.za](mailto:brendas@ehco.org.za)

Supply Chain Management (only queries related to SCM)

Dolly Phatlane/ Thozama Dalindyabo/Patricia Mngomezulu/SCM Interns

[dollyp@ehco.org.za](mailto:dollyp@ehco.org.za)/ [thozamad@ehco.org.za](mailto:thozamad@ehco.org.za)/ [patriciam@ehco.org.za](mailto:patriciam@ehco.org.za)/ [scminterns@ehco.org.za](mailto:scminterns@ehco.org.za)

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

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

Company Secretary (Vacant)

Reg. No. 2000/007937/07