



RELOCATION SERVICES	
REQUEST FOR QUOTATION	
REQUEST FOR TWO SECURE PRINTER RENTAL, MAINTENANCE AND SERVICES FOR A PERIOD OF 36 MONTHS RFQ NO: EHC\PRINTER/03/25	
Mandatory documents	Scope of work
<p>(a) Disqualifying Compliance Requirements</p> <ul style="list-style-type: none"> • Signed MBD Forms. • Respond to RFQ. • Valid tax pin • CSD report not older than two months <p>b) Administrative</p> <ul style="list-style-type: none"> • 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. • Certified Director's ID copy. (Not older than three months) • Valid tax pin • Company pricing with letter head • CK • Valid BBBEE/affidavit • Bank letter not older than three months <p>Closing Date: 15 May 2025 Time: 11h00 am</p> <p>Submission must hand be delivered to EHC head office (Angus and Victoria Street Germiston 1400 next to fire station) in a sealed envelope stating the description and RFQ NO: EHC\PRINTER/03/25 and IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER.</p> <p>NB: please ensure to drop the bid document in a red box by EHC reception.</p> <p>The RFQ document will be available for downloads on EHC website www.ehco.org.za</p>	<p>BACKGROUND</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>SCOPE OF WORK</p> <ul style="list-style-type: none"> • Printer Rental • Maintenance and Support Services • Consumables and Supplies • Training and User Support • Technical Specifications <p>NB: detailed specification stated on our RFQ documents downloadable on www.ehco.org.za</p>

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)
Mathinyane Selane

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



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Supply Chain Management (only queries related to SCM)

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