



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

ICT: MICROSOFT LISENSSES

Request for quotation

Request to procure, set up, and supply 45 Microsoft Business Premium Licenses for a period of 12 Month REF NO: EHC/ICT/12/2025

MANDATORY DISQUALIFYING DOCUMENTS

- 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
- Bidders must sign the submission register upon delivery.

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

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.

1. SCOPE OF WORK

- License procurement: 45 Microsoft Business Premium.
- Subscription term: 12 Months.
- Tenant: Existing Microsoft 365 Business Standard tenant.
- Setup: Migrating from Business Standard to Business Premium
- Configuration of Advanced Security features (Intune, Azure AD Conditional Access, Defender for Office 365)
- Security Implementation: Identity and access management setup
- Endpoint protection and device compliance policies

Closing Date

Date: 23 January 2026

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

Time: 11h00 am

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: **EHC/ICT/12/2025** and **IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER FAILURE TO SIGN WILL RESULT TO DISQUALIFICATION**

NB: please ensure 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.

- Email security and threat protection
- Data loss prevention and information governance
- Bidders must sign the submission register upon delivery

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

Note: EHC shall not be held liable for any under-pricing resulting from misinterpretation of the specifications.

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

Submissions must hand delivered to EHC head office (at Agnus and Victoria Street Germiston 1400 next to fire station) in a sealed envelope stating RFQ NO and Description: EHC/ICT/12/2025and IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER.

Contact Person

Technical (Specification queries)

Mathinyane Selane

mathinyanes@ehco.org.za

Supply Chain Management (only queries related to SCM)

Dolly Phatlane/Thozama Dalindyabo

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

