



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

CLEANING SERVICES

The Ekurhuleni Housing Company (EHC) hereby invites suitably qualified and experienced service providers for the provision of cleaning and gardening at all EHC complexes namely: Chris Hani village & head office; Pharoe Park; Airport Park 1 & 2 and Delville Ext 3 and 9. RFQ NO: EHC/CLEANING/2026

Mandatory requirements

Scope of work

(a) Disqualifying Compliance Requirements

- Compulsory site briefing
- Late submissions will not be accepted.
- Bidder must sign on the correct submission register failure to do that will result to an automatic disqualification.
- Valid COIDA Letter of good standing from the Department of Labour.
- Fully completed Pricing schedules (All 4 complexes)
- Submit at least 2 reference letters for similar projects

b) PLEASE ENCLOSE THE FOLLOWING ADMINISTRATIVE COMPULSORY COMPLIANCE DOCUMENTS IN YOUR RFQ:

- Certified Director(s) ID copy. (Not older than three months)
- CIPC (Company registration documents)
- 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.
- Bank letter.
- Signed MBD Forms
- Valid Tax Pin
- CSD report

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

80/20 Preference Point Components	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	100

BACKGROUND

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

Ekurhuleni Housing Company seeks to appoint service provider capable of delivering consistent high-quality hygiene and cleaning service at its designated sites. The service providers will be required to render services in accordance with the scope outlined below to cover offices, gardening, paving, dustbin areas, common areas and buildings. The Service Provider will provide cleaning, gardening and tree feeling services at all EHC complexes namely:

Pharoe Park Complex
Chris Hani Village, Head Office
Airport Park
Delville Ext 3 & 9

Scope of work for all complexes

Floor Maintenance (Offices and Common areas)

Clean floors and staircases daily.

Mop floors using suitable detergent daily.

Buff floor as required / strip and polish as required.

Waste Disposal

Remove all waste in plastic bags to dustbin area.

Remove all waste on all floors daily.

Replace full bins with empty bins twice daily.

Housing supervisor offices & security guard house to be cleaned daily.

Quarterly dumping of rubble in all complexes i.e. debris and other materials left behind by moving tenants or tenants that absconded.

Prepare waste for municipal collection on days identified by the Housing Supervisor

Clean bins with high pressure hose and disinfect all bins after refuse removal by municipality.

Clean vacant units as and when required.

Walls Paintwork and Glazing

Clean all low surface dirty marks

Clean and polish bright metal fittings weekly.

Report graffiti to the Housing Supervisor and clean where possible or any other markings as required.

Foyers, Entrances, Staircases and Passages.

Sweep entrances, staircases and passages daily.

Wash steps and entrances daily.

Sweep clean parking areas.

Toilets (Common Area, Housing Supervisor & Security)

Clean and sanitise, sinks and urinal daily.

Polish mirrors daily

Mop floor with disinfectant daily.

CLOSING DATE:

21/05/2026

Closing Time:11:00

Delivery Address:

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

Compulsory site briefing

Date: 18 May 2026

Time: 11h00 am

**Address: Cnr Victoria and Angus Street Germiston, EHC Head
Office Chris Hani Village**

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/CLEANING/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 on EHC website www.ehco.org.za and etender portal

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.

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").

Submissions must hand delivered to EHC head office (Cnr Victoria Street & Linton Jones Street, Germiston 1400 next to fire station) in a sealed envelope stating RFQ NO and Description and **IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER**

Clean all metal fittings daily.

Clean walls and doors as required.

Report on leaks e.g. Taps, Toilet and Plumbing pipes

Outside Areas/Common Areas/ Parking and Patios

Maintain courtyard in clean condition daily.

Pick up litter daily.

Sweep and maintain clean condition twice per week.

Grass to be kept short and maintained throughout the rainy season as well. Cut grass at least once a week. Grass length to always be approximately 5 mm long.

Sidewalks, grass areas and landscaping areas to be kept free from weeds including outside perimeter (Perimeter fence to the Road).

Clean drainage channel around buildings once a month.

Report tenant belongings stored in open spaces.

No carpets to hang over balconies and walls should be reported the Housing Supervisor

Remove all weeds on the pavements

General Maintenance in common areas

Report leaks

Report vandalism.

Report on the broken windows.

Report missing fire equipment & misuse thereof.

Report clothes hanging on balconies.

Report drains blockages

Personnel Requirements

Personal protective equipment is to be always worn i.e. safety boots, gloves, safety glasses, overalls and face mask when working with waste or chemicals, etc.

Report for work weekly (Monday to Friday) from 07:00 am to 15:30 pm including public holidays.

Contractors must provide sufficient labour, material and equipment to ensure they are able to complete the contract in terms of the above-mentioned scope of work and specifications.

Contractors are required to provide a mobile storage facility for personnel and equipment.

Monthly Supplies for Chris Hani Head Office

Toilet Paper: 10 x 12 packs

Paper Towels: 7 packs of 6's

Domestic (3 L): 3 bottles

Mr. Min (Orange): 5 cans

Cleaning Mops x7: Quarterly

Cleaning Gloves (Yellow): 4 pairs

Pine Gel (5 L): 4 containers

Air Freshener Spray: 1 pack of 6's

Monthly supplies for Delville, Pharoe Park and Airport Park

Cleaning Mops x15: Quarterly

Cleaning Gloves (Yellow): 4 pairs

Pine Gel (5 L): 4 containers

2. Pricing Schedule

See attached Pricing schedule

Contact Person

Technical (Specification queries)

Xolile Mbatha

xolilem@ehco.org.za

Supply Chain Management (only queries related to SCM)

Dolly Phatlane/ Thozama Dalindyabo/Patricia Mngomezulu/SCM Interns

dollyp@ehco.org.za / thozamad@ehco.org.za / patriciam@ehco.org.za / scminterns@ehco.org.za**PRICING SCHEDULE PER SITE**

PHAROE PARK COMPLEX						
Description of services		No. of cleaners	No. of days	No. of weeks	Unit price	Total Monthly Price - e.g. Formular (6x5x4xunit rate)
PHP- Mon-Fri		2	5	4		
Grass cutting & General Cleaning		8	1	2		
Cleaning materials (refer to scope of works)	Per month					
Total						
VAT @15%						
Total per month						

AIRPORT PARK PHASE 1 & 2						
Description of services		No. of cleaners	No. of days	No. of weeks	Unit price	Total Monthly Price - e.g. Formular (6x5x4xunit rate)
Bin removal & General Cleaning		2	1	4		
Grass cutting & General Cleaning		8	1	2		
Cleaning materials (refer to scope of works)	Per month					
Total						
VAT @15%						
Total per month						

CHRIS HANI VILLAGE AND HEAD OFFICE						
Description of services		No. of cleaners	No. of days	No. of weeks	Unit price	Total Monthly Price - e.g. Formular (6x5x4xunit rate)
CHV- Mon-Fri		6	1	4		
Grass cutting & General Cleaning		8	4	4		
Cleaning materials (refer to scope of works)& Office supplies	Per month					
Head Office		2	5	4		
Total						
VAT @15%						
Total per month						

DELVILLE EXT. 3 & 9						
Description of services		No. of cleaners	No. of days	No. of weeks	Unit price	Total Monthly Price - e.g. Formular (6x5x4xunit rate)
Delville ext. 9 Mon-Fri		5	5	4		
Delville ext. 3 Bin removal		1	1	4		
Delville ext. 3& 9 grass Cutting & general cleaning		8	1	2		
Cleaning materials (refer to scope of works)	Per month					
Total						
VAT @15%						
Total per month						

TOTALS

	MONTHLY	TWO (2) MONTHS
CHRIS HANI VILLAGE & HO		

PHAROE PARK		
DELVILLE EXT. 3 & 9		
AIRPORT PARK 1 & 9		
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GRAND TOTALS INCLUSIVE OF VAT