



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

Refurbishment: Partitioning	
Request for quotation	
Appointment of a contractor for alterations at the Ekurhuleni Housing Company (EHC) Head Office, Chris Hani Village, Germiston Project duration: Two (2) months REF NO: EHC/DMA/12/2025	
MANDATORY DISQUALIFYING DOCUMENTS	Scope of work
<ul style="list-style-type: none"><li>• A site assessment is compulsory</li><li>• Bidders must have an active CIDB status and be registered on CSD on the closing of the bid with 1GB grading or higher</li><li>• Return priced pricing schedule (BOQ)</li><li>• References: At least three verifiable references from clients for whom you have executed similar projects.</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>• Cash flow projections for the execution of the project over the duration (two-month period).</li><li>• Bidders must sign the submission register upon delivery</li></ul> <p><b>Administrative compulsory compliance documents</b></p> <ul style="list-style-type: none"><li>• Certified Director's ID copy. (Not older than three months from the closing date)</li><li>• CK</li><li>• 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</li><li>• Company pricing with letter head</li><li>• Valid BBBEE/affidavit (failure to comply bidder will forfeit points allocations of specific goal (80/20 specific goals points allocations as per threshold)</li><li>• Bank letter not older than three months</li><li>• 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.</li><li>• Respond to RFQ.</li><li>• Signed MBD Forms</li><li>• Valid Tax Pin</li><li>• CSD report</li></ul>	<p><b>BACKGROUND</b></p> <p>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.</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. SCOPE OF WORK</b></p> <p>The appointed contractor will be required to do the following works:</p> <p><b>1.1 GROUND FLOOR</b></p> <p>The following alterations are required in accordance with the provided draft ground floor plan</p> <p><b>1.1.1 SECURITY ROOM ALTERATIONS</b></p> <ul style="list-style-type: none"><li>• Conversion of existing small office into a security room with a security glass and charcoal top shelf and install a new door.</li><li>• Drill and cut through a 250 mm thick brick wall of the small office to the right wing of the building, for security window installation purposes.</li><li>• Create an opening for a security window measuring 1 420 mm x 1 000 mm.</li><li>• Install a bronze aluminium-framed security glass (1 420 mm x 800 mm).</li></ul>

**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

## Compulsory Briefing session

Date: 09 December 2025

Address: Cnr Victoria Street and Linton Street Chris Hani Village Germiston 1400 (next to Fire Station ( 2nd Floor Auditorium)

Time: 11:00 am

## Closing Date

Date: 15 December 2025

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

**NB: please usure 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.

- Fit a granite countertop (1 420 mm x 600 mm x 32 mm).
- Create a door opening (2 032 mm x 813 mm x 250 mm).
- Install a double right-hand door frame (2 032 mm x 813 mm x 115 mm) with hinges.
- Fit a hollow-core single timber interior door (2 030 mm x 813 mm) with 150 mm door handles.
- Apply plaster and paint using existing colour scheme.
- Remove rubble and ensure the reception area is left clean and tidy.

## 1.1.2 BOARDROOM PARTITIONING AND WAITING AREA

- Boardroom drywall partitioning to allow for waiting room space.
- Install a dry wall (3.9 m wide x 2.6 m high) to partition the boardroom to create a 4,6m by 3,9m (18m<sup>2</sup>) waiting room as per the provided floor plan.
- Paint new dry wall using existing colour scheme.
- Drill and cut through a 250 mm thick brick wall to create a door opening (2 032 mm x 813 mm x 250 mm).
- Install a double right-hand door frame (2 032 mm x 813 mm x 115 mm) with hinges.
- Fit a hollow-core single timber interior door (2 030 mm x 813 mm) with 150 mm door handles.
- Open a new door to the boardroom.
- Apply plaster and paint using existing colour scheme.
- Remove rubble and ensure the area is left clean and tidy.

## 1.1.3 TOILET UPGRADES

- Open new door to the three toilets on the right wing of the building.
- Remove and replace 3 children's flush toilet suites, the boardroom side, with 3 adult toilets suites, close them off completely with dry walling and install doors on each toilet.
- Fit 1X white box urinal in the toilet to the furthest right.
- Close off and separate the three toilets with dry-wall up to ceiling height to enclose and separate the three toilets adjacent to the boardroom.
- Remove and replace 3 other children's flush toilet suits, on the left-wing offices with 3 adult toilets suites.
- Elevate all six (6) basins to adult height.
- Install three (3) single wall door frames (2 032 mm x 813 mm x 115 mm) with hinges.
- Fit three (3) hollow-core single timber interior doors (2 030 mm x 813 mm) with 150 mm door handles.
- Designate two (2) toilets for female use with external elevated basins.
- Designate one (1) toilet for male use, including one urinal.
- Apply plaster and paint using existing colour scheme.
- Remove rubble and ensure all affected areas are left clean and tidy.

## 2.1FIRST FLOOR

Drywall partitioning of the first floor, as per the EHC draft floor plan, subdividing an office space measuring 120 m<sup>2</sup> into 5 offices, 1 storage room, 1 reception and waiting area,

**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

## 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

1 boardroom, 1 kitchenette with cupboards and a sink, 2 storage rooms and connecting passages. Installation of double power plug points, light switches and associated cabling in each office, and painting of all installed dry wall with existing color schemes.

### 2.1.1 DRY WALL PARTITIONING INTO 5 OFFICES

- Dry wall partitioning of 81600X13070mm office into 5 offices and a storage,
- Fit 5 doors with door lock sets
- Paint the dry wall with 2 codes of paint using the existing colour schemes

### 2.1.2 KITCHEN

- Fit Tripple door white cupboard with two shelves (1500X600X 870 mm including kicks) with 3 door handles, fitted with
- Black granite top (1500x600xx32 mm),
- Fit Sink D/In Cg 1200 Dbl, Install Chrome wall Type Kitchen Sink Mixer tap.
- Fit double door (two shelves) -4 drawer-single door white cupboard (3000x600x32 mm) including kicks), fitted with black granite top (600x3200x32 mm) with 3 door handles and 4 drawer handles.

### 2.1 3 ELECTRICAL INSTALLATIONS

- Fit 10 double plug (1 in office #1, #2, #3; 3 in Office #4; 2 in Office #5 and 1 in the Storage room) electrical power points,
- Install 5 light switches (1 in each office except office #5) and the accompanying cabling, wiring and tubing.
- Rewire the entire floor to enable functionality of plug power points and light switches

### 3.1 SECOND FLOOR

Drywall partitioning of the EHC Second Floor, as per the EHC draft floor plan, subdividing an office space measuring 300 m2 into 7 offices, 1 reception and waiting area, 1 boardroom, 1 kitchenette with cupboards and a sink, 2 storage rooms and connecting passages. Installation of double power plug points, light switches and associated cabling in each office, and painting of all installed dry wall with existing colour schemes.

#### 3.1.1 DRY WALLING PARTITIONING, INSTALLATION OF DOORS & IRONMONGERY, SKIRTING AND FINISHES

- Dry Wall Installation, Acoustic Insulation (Boardroom and Offices), Jointing and Sanding
- Doors and Ironmongery (Hollow-core timber doors, door frames and
- Ironmongery and skirting
- Paint office space measuring 300 square meters subdivided 7 offices, 1 reception and waiting area, 1 boardroom, 1

**Non-Executive Directors:** L. Mtshede (Chairperson) T. Hangana, F. Dikgale, D. Hlawula

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

\*Z. Malinga (Company Secretary)

Reg. No. 2000/007937/07

kitchenette, 2 storage rooms and connecting passages, and painting of all installed dry wall with existing colour schemes.

### **3.1.2 KITCHENETTE**

- Fit Tripple door white Cupboard with two shelves (1500X600X 870 mm including kicks) with 3 door handles, fitted with
- Black granite top (1500x600xx32 mm),
- Fit Sink D/In Cg 1200 Double, Install Chrome wall Type Kitchen Sink Mixer tap.
- Fit double door (two shelves) -4 drawer-single door white cupboard (3000x600x32 mm) including kicks),
- Fit black granite top (600x3200x32 mm) with
- 3 door handles and 4 drawer handles.

### **3.1.3 ELECTRICAL INSTALLATION**

- Install Light switches, one per office,
- Install Double plug sockets,
- Install Kitchenette 3 power points double standard 3 pin (fridge, microwave, kettle),
- Install Boardroom AV power points and the 3 double 3 pin plugs,
- Install Distribution board (DB) with complete prewired circuit,
- Install Electrical cabling, conduit, trunking to reach all 7 offices, 1 reception and waiting area, 1 boardroom, 1 kitchenette and 2 storage rooms.

Remove all rubble, paint new walls and doors with existing colour schemes and ensure all affected areas are left clean and tidy. All to be done in line with the provided ground floor draft plan.

## **4. PRICING SCHEDULE**

- See attached BOQ
- 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.**

## **5. CONTRACT PERIOD**

- The duration of the project will be two (2) months from date of site handover.

## **6. BIDDER REQUIREMENTS AND SUBMISSION**

- Company Profile: A brief company profile detailing your experience with similar projects.
- Project Plan: A detailed project plan outlining the timeline for alterations and completion of the project.

**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

## 7. PROGRESS MEETINGS

Project team will conduct site meetings on an agreed interval during site hand over to monitor progress. A schedule of progress meetings will be developed by the project team.

## 8. TERMINATION

The employer may give notice of intention to terminate this agreement where the contractor has failed to:

- Proceed with the works,
- Comply timeously with a contract instruction
- Remedy a specified default within such period the employer may forthwith give notice to the contractor of termination of this agreement.

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/DMA/12/2025** and IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER.

### Contact Person

Technical (Specification queries)

Pheladi Mojapelo

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

Supply Chain Management (only queries related to SCM)

Dolly Phatlane/ Thozama Dalindyabo

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

**Non-Executive Directors:** L. Mtshede (Chairperson) T. Hangana, F. Dikgale. D. Hlawula

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

\*Z. Malinga (Company Secretary)

Reg. No. 2000/007937/07