



Request to appoint a qualified service provider to design, edit, and print the Ekurhuleni Housing Company 2024/25 Annual Report Ref No: EHC/AR/2026

REQUEST TO APPOINT A QUALIFIED SERVICE PROVIDER TO DESIGN, EDIT, AND PRINT THE EKURHULENI HOUSING COMPANY 2024/25 ANNUAL REPORT.

Mandatory requirements

(a) Disqualifying Compliance Requirements

- 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.
- Minimum of three (3) written references letters detailing the relevant experience
- Completed pricing schedule
- Late submissions will not be accepted.

b) Administrative

- 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 letter not older than three months
- Respond to RFQ.
- Signed MBD Forms
- Valid Tax Pin
- CSD report

Scope of work

BACKGROUND

Ekurhuleni Housing Company (EHC) is a municipal entity established in 2000 to undertake the development and management of rental housing stock for low and moderate-income households within the City of Ekurhuleni.

EHC operates within the legislative framework of the Social Housing Act, Municipal Systems Act, and the Municipal Finance Management Act (MFMA). The entity continues to expand its portfolio of social and rental housing units while ensuring effective governance, accountability, and service delivery to its tenants and stakeholders.

As part of its statutory reporting and governance obligations, EHC produces an Annual Report each financial year which outlines organisational performance, governance, financial results, and strategic achievements.

1. SCOPE OF WORK

The consultant will be required to:

1. SPECIFICATION

| Item | Specification |
|----------------------------|---|
| Scope of Work | Proofreading and editing, design, layout, and printing of the Annual Report |
| Design & Layout | Corporate design, setting and layout, cover design, and incorporation of financial statements |
| Proofs | Three (3) design proofs included |
| Quantity | 50 printed copies |
| Printing | Full colour (CMYK) + machine varnish throughout |
| Cover Stock | Hi-Q Matt White, 300gsm |

Closing Date: 25 March 2026
Delivery Address: Angus Street and Victoria Street
Germiston (next to Fire Station)
Time: 11h00 am

Compulsory Briefing
Session:

No Compulsory Briefing

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/AR/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

The entity reserves its following rights:

- (b) To award the bid in part or in full,
- (c) Not to make any award in this bid or accept any bids submitted,
- (d) Request further technical information from any bidder after the closing date,
- (e) Verify information and documentation of the bidder(s),
- (f) Not to accept any of the bids submitted,
- (g) 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
- (h) 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.

| | |
|---|-------------------------------------|
| Cover Finish | Matt laminated (one side only) |
| Text Stock | Hi-Q Matt White, 148gsm |
| Binding | Folded, collated, thread-sewn |
| Final Deliverables | 50 printed copies + print-ready PDF |
| Annual Report pages | 160 |
| Annual financial statement pages | 40 |

2. Pricing Schedule

| DESCRIPTION | UNIT COST | VAT | TOTAL AMOUNT |
|--|-----------|-----|--------------|
| Proof reading and editing, Design | | | |
| Production: inclusive of three proofs - Setting and layout | | | |
| Printing: 50 x printed CMYK + machine varnish throughout Cover matt laminated one side only Folded, collated and thread-sewn Stock: Cover - Hi-Q, Matt White, 300 gsm; Text - Hi-Q, Matt White, 148 gsm | | | |
| GRAND TOTAL | | | |

3. Bidder requirements and submission

- a. 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.
- b. 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.

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

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.

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/AR/2026 and **IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER**

c. Emphasis should be placed on: (i) conformance to the RFQ instructions; (ii) responsiveness to the RFQ requirements; and (iii) completeness and clarity of content.

5. Termination

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

- proceed with the work,
- 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.

Contact Person

Technical (Specification queries)

Busi Baloyi

busib@ehco.org.za

Supply Chain Management (only queries related to SCM)

Dolly Phatlane/ Patricia Mngomezulu/Thozama Dalindyebo/Scm Interns

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

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