



Job Evaluation	
APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT JOB EVALUATION AND SALARY BENCHMARKING. RFQ NO: EHC/JEBS/2026	
3.EVALUATION OF THE QUOTATIONS	Scope of work
<p>RFQ will be evaluated in terms of the below-mentioned criteria:</p> <ul style="list-style-type: none"> • Stage One - Phase One: Mandatory Compliance • Phase Two: Compulsory Administrative Compliance • Stage Three - Price and preference points (80/20) <p>STAGE ONE - PHASE ONE: MANDATORY REQUIREMENTS</p> <ul style="list-style-type: none"> • Late submissions will not be accepted. • Compulsory site briefing. • Bidders must ensure that they sign the submission register(s) with the correct description and RFQ number. Failure to do so will result in automatic disqualification. • Completed pricing schedule • Respond to RFQ. (RQF document) • Signed MBD Forms • Evidence/Confirmation of system-based evaluation and access to portal for salary benchmarking • Company profile demonstrating relevant training experience as well as minimum of 5 years experience • Two (2) references of similar projects previously completed within 5 years. 	<p>Background</p> <ul style="list-style-type: none"> • 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 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><u>SCOPE OF WORK</u></p> <p>The EHC seeks to appoint a suitable qualified service provider to provide job grading/ evaluation and salary benchmarking for 35 positions in the organisational structure.</p> <ul style="list-style-type: none"> • EHC has taken a position to re-evaluate all the positions on the EHC structure for the purpose of measuring the comparative worth between jobs; and to ensure a fair and equitable benchmarked remuneration structure. • The job profiles have been compiled/and or revised. <p>The successful bidder is required to: -</p> <p>Grading</p> <ul style="list-style-type: none"> • To review profiles for clarity where it is required. • Conduct job grading/evaluation electronically using relevant methodologies. • Grade/Evaluate all jobs based on job profiles and any other information that may be required for this purpose. • Conduct Job grading/evaluation in accordance with the Paterson grading method. • Provide a detailed report that sets out the factor analysis and the grading outcome for each role.

NB: Service providers who fail to comply with the above requirements will be disqualified and will not proceed to Phase 2 of the evaluation.

STAGE TWO: ADMINISTRATIVE COMPLIANCE

- 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 BBEE/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. (RQF document)
- Valid Tax Pin
- CSD report

STAGE THREE: 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 prize and 20 points will be awarded for specific goals CSD report

80/20 Preference Pointponents	Points
Com	
PRICE	80

- Submit validated results for each role and submit a consolidated report for all roles for board reporting.
- Provide system based/job evaluation training for three (3x) internal staff with renewable annual subscription access to the job evaluation portal subject to budget availability.
- Provide expertise and support for internal staff as and when required.
- Present the final report to Management and Board.

Remuneration Benchmark and Salary Scales

- Conduct a remuneration analysis for all internal positions (x35) based on market data.
- Based on the remuneration analysis, provide a report on anomalies and recommendations.
- Provide (3x) internal staff with renewable annual subscription access to a portal for remuneration benchmarking and pay scales subject to budget availability.
- Present the final report to Management and Board.

Administrative

- Able to adjust pricing should the number of roles to be graded and remuneration benchmarking be less than the total stated.
- Able to process ad-hoc request for grading/benchmarking for specified roles.

2.Pricing Schedule

Item	Quantity	Unit Price	Total
Positions to be evaluated	35		
Positions for salary benchmarking	35		
Staff to be trained on Job Evaluation	3		
Sub total			
VAT			
GrandTotal			

SPECIFIC GOALS		20
Bidder HDI (5pts)		5
Woman (3 pts)		3
Disability (2pts)		2
Youth (2pts)		2
Within Ekurhuleni (8pts)		8
Total		100

CLOSING DATE:

19/06/2026

Time: 11h00

Delivery Address:

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

Compulsory Site Briefing:

Date: 17 June 2026

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

Time: 11h00

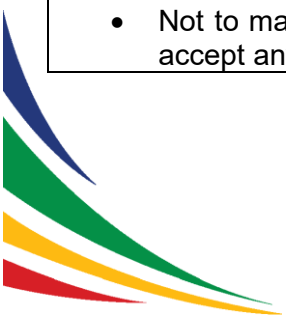
Submission must hand delivered (Cnr
Victoria Street and Linton Jones Street,
Germiston 1400 next to fire station) in a
sealed envelope stating the description and
RFQ NO: EHC/JESB/2026 and **IN A RED
TENDER BOX BY THE RECEPTION.
PLEASE SIGN SUBMISSION REGISTER.**

**NB: please ensure to drop the bid document
in a red box by EHC reception.**

NB: The RFQ document will be available for
downloads

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 EHCJE/2026 and Description and IN A RED



TENDER BOX BY THE RECEPTION.
PLEASE SIGN SUBMISSION REGISTER

Contact Person

Technical (Specification queries)

Esther Matlala

Estherm@ehco.org.za

Supply Chain Management (only queries related to SCM)

Dolly Phatlane/ Thozama Dalindyabo/Patricia Mngomezulu

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

