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

REQUEST FOR QUOTATION ADVERT

Issued:19/08/2026

RFQ NO: EHCINS/08/2026

DESCRIPTION	CONTACT PERSON	CLOSING DATE & TIME
APPOINTMENT OF A BROKER RELATED TO INSURANCE AND RISK SERVICES FOR A PERIOD OF THREE MONTHS	**Technical Queries:** **Ndzalama Hobyani** **Department:** **Finance** ndzalamah@ehco.org.za **SCM Enquiries:** dollyp@ehco.org.za thozamad@ehco.org.za patriciam@ehco.org.za	**CLOSING DATE:** **26 AUGUST 2026** **CLOSING TIME:** **11h00 am** **Compulsory Briefing Session** **Date: 21 August 2026** **Time: 11:00 am** **Address: Corner Victoria Street and Linton Jones Street, Germiston (next to Fire Station)** **Delivery Address:** **Corner Victoria Street and Linton Jones Street, Germiston (next to Fire Station)**

Quotations are hereby requested from service providers.

1. BACKGROUND

Ekurhuleni Housing Company (EHC) is a municipal owned entity of the City of Ekurhuleni established in terms of the MFMA and as a special purpose vehicle to assist the municipality in the performance of functions as required in terms of the Rental Housing Act (1999) and the Social Housing Act (2008).

The entity was established to undertake the development and management of rental housing stock for low and moderate-income households in the City of Ekurhuleni. The rentals of these units are regulated by the Social Housing Regulatory Authority. EHC's social housing properties also include retail shops in certain buildings.

The geographical area of operation for EHC is within the City of Ekurhuleni

2. SCOPE OF WORK

2.1 The request for quotation is for the provision of services of a Broker related to insurance and risk services to arrange insurance for the identified risk and short-term insurance requirements of the Ekurhuleni Housing Company (EHC).

2.2 The appointed insurance Broker will be required to compile a risk profile for the entity in consultation with EHC management and recommend suitable insurance coverage for the EHC.

2.3 Upon appointment, the Insurance Broker will be required to propose a strategy and action plan to find the best insurance coverage with value for money for the entity and to prevent losses based on the risk profile of the entity.

2.4 Facilitate and evaluate the Insurance and Underwriting detail and outline any exclusion thereof.

2.5 The Service Provider must provide financial advice on the short-term insurance portfolio in the event EHC requests such advice within the timelines as agreed to from time to time and must furthermore assist EHC with the interpretation of insurance policy documents and matters incidental thereto including the interpretation of insurance rules and regulations.

3. Stage 1. MANDATORY DISQUALIFYING CRITERIA

The bidder must comply with **all** of the following:

- **Company Experience** – Minimum 15 years' experience in short-term insurance brokerage services.
- **Key Personnel –** Nominate:
    - Director with at least 5 years' relevant experience.
    - Key Account Manager/Liaison Officer with at least 5 years' relevant experience; and
    - Claims Manager with at least 5 years' relevant experience.
- **Qualifications and Accreditation** – Submit CVs and supporting qualifications/accreditation for the nominated key personnel.
- **Relevant Institutional Experience** – Demonstrate experience in providing insurance brokerage and claims management services to municipalities and/or municipal entities, supported by reference letters.
- **Electronic Insurance/Risk Management System** – Have an electronic system capable of maintaining and producing insurance/risk information and risk profiling/projections.
- **Records Management and Data Backup** – Maintain and back up insurance and risk-related records, information and reports.
- **Claims Management System** – Have an operational claims management system and provide proof thereof.
- **FSCA Registration** – Submit valid proof of registration with the Financial Sector Conduct Authority.
- **Professional Indemnity Insurance** – The successful bidder must maintain appropriate Professional Indemnity Insurance and provide proof upon appointment.

- **Methodology and Project Plan –** Submit a methodology and project plan covering account management, claims, queries, settlement, turnaround times, reporting and underwriting.
- **Attend the compulsory site inspection/briefing session.** Bidders are required to attend the compulsory site inspection/briefing session as specified in the RFQ document. Failure to attend the compulsory site inspection/briefing session will result in automatic disqualification.
- **Completion and submission of the pricing schedule.** Bidders are required to complete and submit the prescribed pricing schedule contained in this bid document. The pricing schedule must be completed in full and returned as part of the bid submission. Failure to fully complete and submit the prescribed pricing schedule will result in automatic disqualification.
- **Submission register.** Bidders must ensure that they sign the submission register using the correct RFQ description and RFQ number. Failure to correctly complete and sign the submission register(s) as required will result in automatic disqualification.
- **MBD Forms –** Submit a duly completed and signed MBD forms.

4. Stage 2. ADMINISTRATIVE COMPULSORY COMPLIANCE DOCUMENTS IN YOUR RFQ:

- 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. (RQF document)
- Valid Tax Pin
- CSD report
- Bidders must submit a duly signed undertaking confirming the availability of sufficient financial resources, or access to short-term financing, to ensure successful project delivery prior to appointment.

5. PRICING SCHEDULE / BROKER FEES

Description	Month 1	Month 2	Month 3	Total
Fee				
Total (Vat Inclusive)				

PLEASE NOTE: THE EHC WILL NOT BE HELD RESPONSIBLE FOR UNDERPRICING DUE TO MISINTERPRETATION OF THE SPECIFICATION.

All prices must be VAT inclusive and include all other related costs. Enquiries to be emailed to the supply chain Department dollyp@ehco.org.za; thozamad@ehco.org.za. patriciam@ehco.org.za; scminterns@ehco.org.za

PROPOSAL & SUBMISSION REQUIREMENTS

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.

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**.**

6. **Stage 3. 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 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**

NB: Bidders must complete all attached MBD forms.

Submissions must be hand delivered to EHC head office (Cnr Linton Jones Street and Victoria Street Germiston next to Fire Station) in a sealed envelope stating **RFQ NO: EHCINS/08/2026** IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER.

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.
•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

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/ no 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).