



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

COSEC	
REQUEST FOR QUOTATION	
APPOINTMENT OF A SERVICE PROVIDER FOR COMPANY SECRETARIAL SERVICES FOR A PERIOD OF 12 MONTHS REF NO: EHCCOSEC/10/2025	
Mandatory requirements	Scope of work
(a) Disqualifying Compliance Requirements • A project methodology Plan • A professional qualification from the Institute of Chartered secretaries and Administrators SA (ICSA). b) Administrative mandatory requirements • 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. • Certified Director's ID copy. (Not older than three months from the closing date) • CK) • Valid tax pin • Company pricing with letter head • CK • 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 • Signed MBD Forms. • Respond to RFQ document • Valid tax pin • CSD report Closing Date 20 October 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: EHCCOSEC/09/2025 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.	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. SCOPE OF WORK The Board of Directors is permitted to convene up to 20 meetings per financial year, which includes quarterly Special Board Meetings. To ensure effective governance and oversight, the Board operates through three key Committees, each chaired by a Non-Executive Director and established in line with applicable governance standards and the King IV principles. The appointed company will be required to perform, at a minimum, the following functions: 1 Governance and Legal Compliance • Advise the Board on director responsibilities and legal obligations. • Ensure awareness and adherence to applicable legislation and regulations. • Report non-compliance with the MOI, Companies Act, or other applicable rules. • Certify in annual financial statements that statutory returns are filed and up to date. • Ensure compliance with Section 33(3) of the Companies Act. • Distribute annual financial statements as required by law. 2 Meeting Administration and Records Management • Maintain accurate minutes of all shareholders', Board, and Committee meetings.

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

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.

- Oversee the preparation and timely distribution of Board and Committee packs.
- Assist in drafting annual work plans and meeting agendas.

3 Board and Committee Support

- Keep governance documents such as charters and policies up to date.
- Track and facilitate follow-ups on matters arising from meetings.
- Escalate governance-related issues to the Board as needed.

4 Stakeholder Engagement and Communication

- Maintain direct communication with the Chairperson of the Board.
- Provide governance support, particularly to the Chairperson, non-executive directors, and committee chairpersons.

5.FEES AND PAYMENT TERMS

- Service providers are required to submit a fixed fee for a 12-month period. Payment terms will be aligned with the Service Level Agreement (SLA) to be entered into with the successful service provider.

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/06/PLS/2025 and IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER.

Contact Person

Technical (Specification queries)

Busi Baloyi busib@ehco.org.za

Supply Chain Management (only queries related to SCM)

Dolly Phatlane/ Thozama Dalindyabo

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

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