



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

Re- Advert: Leasing of Printers	
REQUEST FOR TWO SECURE PRINTER RENTAL, MAINTENANCE AND SERVICES FOR A PERIOD OF 36 MONTHS RFQ NO: EHCR/LPM/09/2025	
Mandatory requirements	Scope of work
<p><b>(a) Disqualifying Compliance Requirements</b></p> <ul style="list-style-type: none"><li>• OEM Partnership</li><li>• Bidders must be authorised partners or resellers of the Original Equipment Manufacturer (OEM) for the proposed printer model(s).</li><li>• Proof of OEM partnership or reseller status must be attached to the submission</li></ul> <p><b>b) Administrative</b></p> <ul style="list-style-type: none"><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>• Certified Director's ID copy. (Not older than three months from the closing date)</li><li>• CK)</li><li>• Valid tax pin</li><li>• Company pricing with letter head</li><li>• CK</li><li>• Valid BBBEE/affidavit (failure to comply bidder will forfeit points allocations of specific goal (80/20</li></ul>	<p><b>BACKGROUND</b></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>a) Printer Functional Requirements (Core Performance)</p> <ul style="list-style-type: none"><li>• Print Speed: Minimum 45 pages per minute (ppm) in both colour and monochrome.</li><li>• Print Types: Support for A3, A4, and A5 sizes; duplex (double-sided) printing.</li><li>• Print Resolution: 1200 dpi.</li><li>• Internal Storage: Minimum 250GB hard drive for secure print job management.</li><li>• Copying: Duplex copying functionality.</li><li>• Mobile Printing: Compatibility with iOS (iPhone/iPad) and Android devices.</li><li>• USB Interface: Support for direct printing from USB storage devices.</li></ul> <p>b) Security Features</p> <ul style="list-style-type: none"><li>• Secure printing with PIN-code authentication to release print jobs.</li><li>• Compliance with secure print data management standards.</li></ul> <p>c) Maintenance and Support Services</p> <ul style="list-style-type: none"><li>• Routine maintenance to ensure optimal performance.</li><li>• On-site technical support and repairs to minimise downtime.</li><li>• Fast response times for service calls and incident resolution.</li></ul> <p>d) Consumables and Supplies</p> <ul style="list-style-type: none"><li>• Supply of all necessary consumables (e.g., toner and maintenance kits) throughout the contract period.</li><li>• Monthly estimated combined print volume: ± 8,000 pages (For both printers).</li><li>• Proactive monitoring and replenishment of consumables.</li></ul> <p>e) Scanning Capabilities</p> <ul style="list-style-type: none"><li>• Scanning speed: Up to 160 IPM in colour and monochrome.</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

- 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 25 October 2025**

**Delivery Address: Angus Street and Victoria Street Germiston (next to Fire Station)**

**Time: 11h00 am**

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: EHCR/LPM/09/2025 and **IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER.**

**NB: please usure 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](http://www.ehco.org.za)

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,

- Supported scan formats:
  - Colour Scan
    - Scan-to-Email (Scan-to-Me)
    - Scan-to-SMB (Scan-to-Home)
    - Scan-to-FTP
    - Scan-to-USB
    - Scan-to-WebDAV
    - Network TWAIN scanning compatibility.

**f) Training and User Support**

- Initial training for the ICT support team on printer usage and troubleshooting.
- Ongoing support via helpdesk or dedicated support contact.

**g) Power Protection**

- Surge and lightning protection devices must be included for all printer installations.

**h) Operating System Compatibility**

- Full compatibility with Windows and macOS environments.
- Paper Capacity.
  - Standard input: 1,150 sheets.
  - Optional: Additional 2,500-sheet Large Capacity Cassette (LCC).

**j) User Interface**

- Smart touchscreen panel with intuitive, user-friendly controls.

**k) Colour Quality**

- 256 gradations for enhanced image rendering and colour depth.

**2. Pricing Schedule**

Description	Unit Price	Quantity	Total (UPxQ)
Rental of Two Secure Printers, including maintenance & support (Printer 1 & 2)	R	2	
Supply of Consumables (Printer 1 & 2)	R	2	
Initial Setup, Configuration & Delivery (Printer 1 & 2)	R	2	
Surge & Lightning Protection Devices (Printer 1 & 2)	R	2	
Printing cost per page (black and white) A4	R	Per page	
Printing cost per page (colour) A4	R	Per page	
Printing cost per page (black and white) A3	R	Per page	
Printing cost per page (colour) A3	R	Per page	
Initial Training for ICT Support Team	R	1	
<b>Sub total</b>	R		
<b>VAT</b>	R		
<b>Total</b>	R		

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- 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.

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**Contact Person**

Technical (Specification queries)

Mathinyane Selane

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

Supply Chain Management (only queries related to SCM)

Dolly Phatlane/ Thozama Dalindyebo

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

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