



Ekurhuleni Housing Company

Ekurhuleni Housing Company (SOC)

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Hanover Building, Cnr Hendrick Potgieter & 7th Ave, Edenvale

W: [www.ehco.org.za](http://www.ehco.org.za)

### RENTAL OF OFFICE SPACE BID NO:EHCOS/2022

Invitation to request potential bidders to tender for the provision of Office space for the Ekurhuleni Housing Company Head Office situated in and around Ekurhuleni for a period of five (5) years.

#### Mandatory documents

- Company profile
- Signed MBD Forms
- Respond to RFQ( tender document)
- Valid Original SARS Tax Clearance Certificate
- Company Registration Documents.
- Certified Directors ID copy (not older than three months)
- Proof of ownership or Mandate/ Agreement with Agent
- CSD report (not older than two months).

Closing Date: 23 September 2022

Time:11h00 am

Address of submission: Handover building,  
CNR Hendrik Potgieter & 7th Ave Edenvale.

The EHC also reserves the right to, at any time in future, effect any changes it deems necessary to the documentation. The EHC reserves the right to appoint or not to appoint.

EHC reserves the right not to accept any proposal, as it may deem expedient. Proposals are subject to the Standard Conditions of Tender and the Supply Chain Management Policy of EHC

#### Scope of work

Ekurhuleni Housing Company is an entity that seeks to acquire office space on a five (5) year lease to occupy space suitable to accommodate our Head Office staff. Adept bidder(s) to submit proposal(s). The ideal office will be in the Ekurhuleni municipality district area. The offices should be classified as no less than B-grade offices.

Ekurhuleni Housing Company requires a proposal for a 500m2 – 700m2 rentable office space. The preferred premises should be in close proximity to public transport and roads forming part of major intercity roads. The premises must be easily accessible for people with disabilities. The company seeks to acquire new premises from where the company will be operating from, and members of the public can go for provision of social housing accommodation. **The leased premises should have a total floor area of about 631sq meters.**

Contact Person:

#### Property Management

Mr. Richard Tsoka

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

**Mr. James Abrahams**

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

Submissions must be hand delivered to EHC head office (at handover building, CNR Hendrik Potgieter & 7th Ave Edenvale.) in a sealed envelope –Bid description and bid reference number).

**Executive Directors:** B. Molefe (CEO); Devi Pertab (CFO); **Non-Executive Directors:** N. Madiba (Chairperson)

F. Dikgale; L. Mosehla; T. Hangana.; D. Hlawula; \* Vacant (Company Secretary)

Reg. No. 2000/007937/07



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