



<b>Job Evaluation</b>	
APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT JOB EVALUATION AND SALARY BENCHMARKING. RFQ NO: EHCJE/2026	
<b>3.EVALUATION OF THE QUOTATIONS</b>	<b>Scope of work</b>
<p>RFQ will be evaluated in terms of the below-mentioned criteria:</p> <ul style="list-style-type: none"> <li>• Stage One - Phase One: Mandatory Compliance</li> <li>• Phase Two: Compulsory Administrative Compliance</li> <li>• Stage Three - Price and preference points (80/20)</li> </ul> <p><b>STAGE ONE - PHASE ONE: MANDATORY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Late submissions will not be accepted.</li> <li>• Bidder must sign submission register.</li> <li>• Financial capability. Submit latest 3 months bank statements reflecting a positive cash flow or access to short-term finance (e.g. overdraft facility) confirming the bidder's ability to deliver the project.</li> <li>• Company profile demonstrating a minimum of three (3) years' relevant experience, including experience working with government institutions or public entities.</li> <li>• Detailed quotation/pricing schedule for the services required.</li> <li>• Two (2) references or proof of similar projects previously completed</li> </ul> <p>NB: Service providers who fail to comply with the above requirements will be disqualified and will not proceed to Phase 2 of the evaluation.</p>	<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><u>1.SCOPE OF WORK</u></b></p> <p>The EHC seeks to appoint a suitable qualified service provider to provide job evaluation and salary benchmarking for all 42 roles. EHC has taken a position to re-evaluate all the positions on the EHC structure for the purpose of measuring their content and establishing a comparative worth between jobs and to ensure a fair and equitable remuneration structure and to conduct benchmark of jobs externally.</p> <p>The successful bidder to: -</p> <ul style="list-style-type: none"> <li>•Compiling detailed job profiles for various roles on the approved structure.</li> <li>•Conducting job profiling and analysis using relevant methodologies.</li> <li>•Evaluate and grade all jobs on approval of the job profiles designed by the service provider</li> <li>•Submit validated results for job evaluation and grading.</li> <li>•Conduct Job grading according to and in accordance with the Patterson grading method.</li> <li>•Provide a detailed report that sets out the methodology that was employed and the recommendations for grades and the motivation for the recommendations</li> <li>•Issue benchmarked salary scales</li> </ul>

**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 BBBEE/affidavit (failure to comply bidder will forfeit points allocations of specific goal (80/20 specific goals points allocations as per threshold)
- Bank Confirmation letter not older than three months
- Respond to RFQ.
- Signed MBD Forms
- 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 Com	Points
PRICE	80
<b>SPECIFIC GOALS</b>	20
Bidder HDI (5pts)	5
Woman (3 pts)	3
Disability (2pts)	2
Youth (2pts)	2
Within Ekurhuleni (8pts)	

- Providing job evaluation training to internal staff.
- Ensures that the implementation aligns with the EHC operational environment
- Present the final outcomes report to Management and Board

Include a section on salary benchmarking and KPIs (example below)

**DELIVERABLES**

- 1.Approved job profiles for all positions
- 2.Profiles complete, job purpose & key outputs defined, validated by EHC HR
- 3.100% coverage of approved organogram
- 4.List of roles + signed approval log
- 5.Job evaluation (Patterson)
- 6.Factor scoring consistent; grade rationale provided per role
- 7.100% of roles graded; ≤2% rework after validation
- 8.Evaluation worksheets + grade register
- 9.Salary benchmarking
10. Market benchmarks per role (Patterson band), min-max-median with sources
- 11.Benchmarks for 100% of graded roles
- 12.Benchmark report + data sources
- 13.Implementation advice
- 14.Pay structure and placement guidelines
- 15.Draft pay bands per grade, placement rules
- 16.Implementation guideline document
- 17.Staff training
- 18.Practitioner-level JE overview + hands-on scoring practice
- 19.Min 1 session per stakeholder group; post-training quiz ≥75% avg | Agenda, slides, attendance, results
- 20.Final reports & presentations
- 21.Exec summary + detailed annexures
- 22.Management pack + 1 Board pack (PDFs and live presentations)

**Bidders must include:**

- \*Workplan with milestones (profiling ► evaluation ► benchmarking ► training ► sign-off).
- \*Turnaround times per phase, dependencies, and assumptions.
- \* Project governance (weekly status updates; **risk & issue log**).

**2.Pricing Schedule**

Description	Unit Price	Quantity	Total (UPxQ)
<b>Sub total</b>			
<b>VAT</b>			

		8
<b>Total</b>		<b>100</b>

<b>Total</b>				
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**CLOSING DATE:**

**24/03/2026**

Delivery Address:

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

Submission must hand be delivered to EHC head office (Cnr Victoria Street and Linton Jones Street, Germiston 1400 next to fire station) in a sealed envelope stating the description and RFQ NO: EHCJE/2026 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,
- 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).

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**Contact Person**

Technical (Specification queries)

Brenda Sekhuthu

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Supply Chain Management (only queries related to SCM)

Dolly Phatlane/ Thozama Dalindyabo/Patricia Mngomezulu/SCM Interns

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