



Servicing, repairs and commissioning of a centralized HVAC (air conditioning) system at the EHC Head Office.

APPOINTMENT OF SERVICE PROVIDER SERVICING, REPAIRS AND COMMISSIONING OF A CENTRALISED HVAC (AIR CONDITIONING) SYSTEM AT THE EHC HEAD OFFICE. RFQ: EHC\HVAC/2026

Mandatory requirements	Scope of work
<p>(a) Disqualifying Requirements</p> <p>Compliance</p> <ul style="list-style-type: none"> • No late submissions will be accepted • Bidders must ensure that they sign the submission register(s) with the correct description and RFQ number. Failure to do so will result in automatic disqualification. • Compulsory site briefing • Company profile • HVAC accreditation and qualifications • Public liability insurance • References - Minimum of three similar HVAC and commercial building projects completed • Safety file and OHS compliance documents and risk management capability • Completed pricing schedule. <p>Please note: The EHC will not be held responsible for underpricing due to misinterpretation of the specification.</p> <p>b) Administrative</p> <ul style="list-style-type: none"> • 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 90days). In case a bidder is a lessee, a valid original or certified copy of a lease agreement must be supplied. • Company pricing with letterhead. 	<p>BACKGROUND</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>1. SCOPE OF WORK</p> <p>The scope of work is for:</p> <ul style="list-style-type: none"> a) EHC Head office, Germiston b) Building Size: 744.7 m² c) Building Type: Three-storey office building (ground, first and second floor and roof) d) <p>The works shall include:</p> <ul style="list-style-type: none"> a) Servicing, repairs and commissioning of the existing centralised (HVAC) air conditioning system. b) Testing, certification and compliance documentation for all installed and repaired systems. <p>NB: The HVAC Specification and drawings are hereby attached for reference.</p> <p>2.1 HVAC Repairs and Corrective Works</p> <p>The contractor shall provide for:</p> <ul style="list-style-type: none"> • Repair/replacement of defective components <p>Repairs Deliverables</p> <ul style="list-style-type: none"> • Report on repairs and corrective work required <p>2.2 HVAC Commissioning</p>

- Valid BBEE/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)
- Signed MBD Forms
- Valid Tax Pin
- CSD report
- 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

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 Components	points	Points
PRICE		80
SPECIFIC GOALS		20
Bidder HDI (5pts)		5
Woman (3pts)		3
Disability (2pts)		2
Youth (2pts)		2
Within Ekurhuleni (8pts)		8
Total		100

Closing Date: 08 June 2026
 Delivery Address: Angus Street and Victoria Street Germiston (next to Fire Station)
 Time: 11h00 am

Compulsory Briefing session:
 Date: 02 June 2026
 Address: Angus Street and Victoria Street Germiston (next to Fire Station) Time: 11:00 am

Following repairs and servicing, the contractor shall provide the following:

- HVAC Commissioning
- Verify cooling performance
- Verify airflow and pressure
- Test safety controls
- Record operating temperatures and pressures

Commissioning Deliverables

- Commissioning report
- Test certificates
- Electrical CoC
- Air balancing report
- Maintenance plan & preventative maintenance plan
- Snag list close-out report

2. Pricing Schedule

SECTION	DESCRIPTION	COST EXCL. VAT
A	HVAC Repairs and Corrective Works	
B	HVAC Commissioning	
C	Contingency Fee @ 10%	
	TOTAL	
	VAT	
	TOTAL INCL. VAT	

4.1 Provide total project cost (including materials, labor and all expenses).

4.2 Prices shall be fixed and firm for the duration of the contract. EHC shall not be held liable for any underpricing resulting from misinterpretation of the specifications.

5. SERVICING OF THE HVAC AND PREVENTIVE MAINTENANCE

SECTION	DESCRIPTION	SERVICING COSTS EXCL. VAT
	Quarterly maintenance pricing	

Submission must be hand 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: EHC/PLR/2026 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.

NB: The RFQ document will be available for downloads on EHC website www.ehco.org.za

The entity reserves its following rights:

- (b) To award the bid in part or in full,
- (c) Not to make any award in this bid or accept any bids submitted,
- (d) Request further technical information from any bidder after the closing date,
- (e) Verify information and documentation of the bidder(s),
- (f) Not to accept any of the bids submitted,
- (g) 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
- (h) 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.

	Call-out rates	
	Contingency fee @ 5%	
	TOTAL	
	VAT	
	TOTAL INCL. VAT	

NB: EHC reserves the right not to appoint for the servicing of the centralized HVAC system.

All prices must be VAT inclusive and include all other related costs.

3. DURATION

3.1 The repairs and commissioning of a centralised HVAC system must be completed within a period of three (3) weeks from date of appointment.

3.2 The servicing of the HVAC system will be for a period of twenty four (24) months on an as and when required basis, subject to budget availability.

4. 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.

NB: Bidders must complete all attached MBD forms.

Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful.

All prices must be VAT inclusive and include all other related costs.

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).

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/HVAC/2026 and IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER

Contact Person

Technical (Specification queries)

Xolile Mbatha

xolilem@ehco.org.za

Supply Chain Management (only queries related to SCM)

Dolly Phatlane/ Thozama Dalindyebo/Patricia Mngomezulu

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