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| **PROVISION FOR INSURANCE BROKER** | |
| THE APPOINTMENT OF A BROKER RELATED TO INSURANCE AND RISK SERVICES FOR A PERIOD OF THREE (3) YEARS FROM DATE OF AWARD UNTIL 30 JUNE 2026 BID NUMBER: EHCINS/2023 | |
| **Mandatory documents** | **Scope of work** |
| **Stage 1 (a) – Disqualifying Compliance Requirements**  NB\* Bidders documents must be banded. Loose documents jeopardize completeness. Bidders will be subjected for administrative compliance check list before proceeding to a two staged evaluation process. Bidders are therefore required to submit the following documents and failure to do so will be a disqualification  **DISQUALIFYING CRITERIA**  Bidders who do not meet the requirements below will be immediately disqualified from the bidding process:-   * Response document/proposal / tender document. * Valid tax clearance certificate / SARS Pin no. * Certified ID copies of Directors/Owners (not older than three months) * Certified Company Registration Documents. * Certified registration with the Financial Services Conduct Authority (FSCA). * Signed MBD forms. * Up to date Company or Directors municipal accounts statements * (not older than three months) in case where the bidder is a lessee, a signed and. * certified copy of the lease agreement must be provided. * Updated CSD report not older than three months.   Contact Person  Technical(Specification queries)  Mr. Thando Mkhabela  thandom@ehco.org.za  Supply Chain Management (only queries related to SCM)  Mr. John Bopape  johnb@ehco.org.za  Dolly Phatlane  dollyp@ehco.org.za  Lerato Molokwane  leratom@ehco.org.za | **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 R1500 and R22 000 per month.  ***Compulsory Briefing Session***  **Date:09 May 2023**  **Time:11:00am**  **Address: Block A Hanover Building, corner Hendrick Potgieter and 7th Avenue, Germiston 1400**  Document will be available for downloads after the day of briefing session at [www.ehco.org.za](http://www.ehco.org.za)  **Closing Date**:06 June 2023  Time:11h00 am  Address of submission: Handover building, CNR Hendrik Potgieter & 7th Ave Edenvale.  NB: please usure to drop the bid document in a red box by EHC reception.  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 |
| 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). | |