



### CLEANING OF COMPLEXES

#### APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING AND GARDENING AT ALL EHC COMPLEXES NAMELY CHRIS HANI VILLAGE PHASE 1 & 2; PHAROE PARK; AIRPORT PARK 1 & 2 AND DELVILLE EXT 3 AND 9 BID NO: EHC CLEANING 2026

Mandatory requirements	Scope of work
<p><b>(a) Disqualifying Compliance Requirements</b></p> <ul style="list-style-type: none"><li>• Compulsory site briefing</li><li>• Valid Letter of registration to the National Contract Cleaners Association (NCCA) or Black Economic Empowerment Cleaning Association (BEECA) certificates or any other Employers' Associations of the Contract Cleaning Sector.</li><li>• <b>Tenderers must provide at least 3 reference letters of all projects current/successfully completed. The reference letters must indicate the following:</b></li><li>• Project name: client name and contact number; A reference letter needs to be dated, signed and stamped by the bidder's past and/current clients (signature date must not be older than 3 months), full names of contact people, value of the contract and contract period. <b>Failure to provide the aforesaid information will render the references non-responsive.</b></li><li>• Complete pricing schedule attached in the RFQ document.</li><li>• Signed submission register.</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>Ekurhuleni Housing Company seeks to <b>appoint service provider/s</b> capable of delivering consistent high-quality hygiene and cleaning service at its designated sites. The service providers will be required to render services in accordance with the scope outlined below to cover offices, gardening, paving, dustbin areas, common areas and buildings. The Service Provider/s will provide cleaning, gardening and tree feeling services at all EHC complexes namely:</p> <ul style="list-style-type: none"><li>• <b>Pharoe Park Complex</b></li><li>• <b>Chris Hani Village, Head Office</b></li><li>• <b>Airport Park</b></li><li>• <b>Delville Ext 3 &amp; 9</b></li></ul> <p><b>The appointment will be done per complex.</b></p> <p>Scope of work for all complexes</p>
<p><b>(b) Administrative</b></p> <ul style="list-style-type: none"><li>• Certified Director's ID copy. (Not older than three months from the closing date)</li><li>• CK</li><li>• Up to date municipal account/statement for the company (not in arrears for more than 90 days). In case where a bidder is a lessee, a valid original</li></ul>	

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 letter not older than three months
- 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
- Respond to RFQ
- Signed MBD Form
- Valid Tax Pin
- CSD report

**Closing Date 19 February 2026**

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

**Time: 11h00 pm**

**Compulsory Briefing session**

**Date: 13 February 2026**

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

**Time: 11:00 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: EHRVP/09/2025 and **IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER.**

**NB: please use the 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.

### **Floor Maintenance**

- Clean floors and staircases daily.
- Mop floor using suitable detergent daily.
- Buff floor as required / strip and polish as required.

### **Waste Disposal**

- Remove all waste in plastic bags to dustbin area.
- Remove all waste on all floors daily.
- Replace full bins with empty bins twice daily.
- Housing supervisor offices & security guard house to be cleaned daily.
- Quarterly dumping of rubble in all complexes i.e. debris and other materials left behind by moving tenants or tenants that absconded.
- Prepare waste for municipal collection on days identified by the Housing Supervisor
- Clean bins with high pressure hose and disinfect all bins after refuse removal by municipality.
- Clean vacant units as and when required.

### **Walls Paintwork and Glazing**

- Clean all low surface dirty marks
- Clean and polish bright metal fittings weekly.
- Report graffiti to the Housing Supervisor and clean where possible or any other markings as required.

### **Foyers, Entrances, Staircases and Passages.**

- Sweep entrances, staircases and passages daily.

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.

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 CLEANING2026 and IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER

- Wash steps and entrances daily.
- Sweep clean parking areas.

#### Toilets (Common Area, Housing Supervisor & Security)

- Clean and sanitise, sinks and urinal daily.
- Polish mirrors daily
- Mop floor with disinfectant daily.
- Clean all metal fittings daily.
- Clean walls and doors as required.
- Report leaks e.g. Taps, Toilet and Plumbing pipes

#### Outside Areas/Common Areas/ Parking and Patios

- Maintain courtyard in clean condition daily.
- Pick up litter daily.
- Sweep and maintain clean condition twice per week.
- Grass to be kept short and maintained throughout the rainy season as well. Cut grass at least once a week. Grass length to always be approximately 5 mm long.
- Sidewalks, grass areas and landscaping areas to be kept free from weeds.
- Clean drainage channel around buildings once a month.
- Report tenant belongings stored at open spaces.
- No carpets to hung over balconies and walls should be reported the Housing Supervisor
- Remove all weeds on the pavements

#### General Maintenance in common areas

- Report leaks
- Report vandalism.

- Report broken windows.
- Report missing fire equipment & miss use thereof.
- Report clothes hanging on balconies.
- Report drain blockages

### **Personnel Requirements**

- Personal protective equipment to be worn at all times i.e. safety boots, gloves, safety glasses, overalls and face mask when working with waste or chemicals, etc.
- Report for work weekly (Monday to Friday) from 07:00 am to 15:30 pm including public holidays.
- Contractors must provide sufficient labour, material and equipment to ensure they are able to execute the contract in terms of the above-mentioned scope of works and specifications.
- Contractors are required to provide a mobile storage facility for personnel and equipment.

### **2. Pricing Schedule**

- See attached

### **3. Duration of the project**

- The duration of the project will be One (4) months from date of site handover.

### **5. Progress meetings**

- Project team will conduct site meetings on an agreed interval during site hand over to monitor progress. A

	<p>schedule of progress meetings will be developed by the project team.</p> <p><b>6.Termination</b></p> <p>The employer may give notice of intention to terminate this agreement where the contractor has failed to:</p> <ul style="list-style-type: none"> <li>• proceed with the work,</li> <li>• comply timeously with a contract instruction,</li> <li>• Remedy a specified default within such period the employer may forthwith give notice to the contractor of termination of this agreement.</li> </ul>
<p><b>Contact Person</b></p> <p>Technical (Specification queries) Xolile Mbatha <a href="mailto:xolilem@ehco.org.za">xolilem@ehco.org.za</a></p> <p>Supply Chain Management (only queries related to SCM) Dolly Phatlane/ Thozama Dalindyebo <a href="mailto:dolypy@ehco.org.za">dolypy@ehco.org.za</a> / <a href="mailto:thozamad@ehco.org.za">thozamad@ehco.org.za</a></p>	