



Ekurhuleni Housing Company

Ekurhuleni Housing Company (SOC)

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

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PROVISION OF LEGAL SERVICES	
INVITATION TO BID	
APPOINTMENT OF PANEL OF ATTORNEYS FOR PROVISION OF LEGAL SERVICES FOR THREE YEARS	
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 • Response document/proposal / tender document • Certified ID copies of all directors. (not older than three months) • Company registration documents (CIPC). • Completed and signed municipal bidding forms (MBD forms). • Certified B-BBEE Certificate from an approved verification agency. (We are not dealing with prizing) • Valid Tax clearance certificate (TCC)/ SARS Pin no. • Up to date central supplier's database (CSD) report not older than two months • 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 together with the accounts statement. • Central supplier's database (CSD) report	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. SCOPE OF WORK FOR ALL COMPLEXES The preferred service providers will be expected to render services on an ad hoc basis to EHC in the following service categories: SERVICE CATEGORIES: • Law Evictions (Bulk and Individual) • Tenant and Landlord Disputes • General Litigation • Construction • Corporate Law and Commercial Law • Conveyancing and Property Law • Constitutional and Administrative law • Labour law and Alternative Dispute Resolution

Executive Directors: M Matjokotja (ACEO); T. Mkhabela (ACFO); Non-Executive Directors: L. Mtshede (Chairperson)

T. Hangana, F. Dikgale, D. Hlawula; * Vacant (Company Secretary)

Reg. No. 2000/007937/07

- Proof of banking - Cancelled Cheque or a valid letter from the Bank (not older than 3 months).

Compulsory Briefing Session

Date: 25 June 2024

Time: 11:00am

Address: Hanover Building Block A, Corner Hendrick Potgieter and 7th Avenue Edenvale 1619

Closing Date: 25 July 2024

Time: 11h00 am

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

NB: please ensure 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

N.B: Each subsection for this service category should be responded to separately

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).

Contact Person

Technical (Specification queries)

Mrs Mosa Mntungwa

mosam@ehco.org.za

Supply Chain Management (only queries related to SCM)

Dolly Phatlane

dolyp@ehco.org.za

Advert approved by: Mosa Mntungwa

Department: Acting Company Secretary (CEO's Office)

Date: 18 June 2024

Signature:



