



Ekurhuleni Housing Company

Ekurhuleni Housing Company (SOC)

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EXPRESSION OF INTEREST

REFERENCE NO: EHCLEASING/2024

Issued: 01/10/2024

| DESCRIPTION | CONTACT PERSON | CLOSING DATE & TIME |
|--|--|--|
| REQUEST FOR EXPRESSION OF INTEREST FROM COMMERCIAL RENTAL PROPERTY MANAGEMENT COMPANIES ON THE LEASING OF THE CRECHE, MULTI PURPOSE FACILITY AND OFFICES AT CHRIS HANI VILLAGE COMPLEX, ERF 808 GERMISTON FIRE STATION | Ms Pheladi Mojapelo 011 825 0158 Technical(specification) Email address: pheladim@ehco.org.za SCM Queries Dolly Phatlane Email: dollyp@ehco.org.za | CLOSING DATE: 08 October 2024 @11:00am Non Compulsory Briefing Session: Wednesday 02 October 14h00 at Cnr Victoria Street & Linton Jones Street Germiston (Chris Hani Village Complex) Delivery Address: Cnr Hendrick Potgieter Street & 7th Avenue Edenvale NB: drop proposal in the red tender box by reception and sign the submission register |

Expression of Interest is hereby requested from Commercial Rental Property Management Companies

1. PREAMBLE

Ekurhuleni Housing Company (“EHC”) is a municipal entity set up in 2000. It was established to undertake the development and management of rental housing stock for low and moderate-income households in the City of Ekurhuleni.

2. OBJECTIVE

The EHC hereby calls for Expression of Interest from Commercial Rental Property Management Companies on the leasing of the creche, a multipurpose facility and offices at Chris Hani Village Complex, ERF 808 Germiston Fire Station.

Non-Executive Directors: L. Mtimde (Chairperson) T. Hangana, F. Dikgale, D. Hlawula

Executive Directors: Z. Nkamana (CEO); T. Mkhabela (ACFO)

*Z. Malinga (Company Secretary)

Reg. No. 2000/007937/07

Chris Hani Village is situated in Germiston CBD, at Cnr Victoria Street & Linton Jones Street. There is a creche, a multi-purpose facility and offices on the premises. The square meters of the creche and multi-purpose hall is outlined in the table below:

| Item | Description | Area |
|-------------------------|--------------------------------|----------------------|
| Creche | | |
| 1 | Office 1 (1st Floor) | 15.6 m ² |
| 2 | Office 2 (1st Floor) | 16.5 m ² |
| 3 | Office 3 (1st Floor) | 15.8 m ² |
| 4 | Office 4 (1st Floor) | 15.3 m ² |
| 5 | Conference Room (1st Floor) | 39.6 m ² |
| 6 | Hall (1st Floor) | 102.8 m ² |
| 7 | Multipurpose Hall (2nd Floor) | 275.5 m ² |
| Blocks 13&14 | | |
| 8 | Shop 1 (Block 13) | 40m ² |
| 9 | Shop 2 (Block 13) | 40m ² |
| 10 | Shop 3 (Block 13) | 40m ² |
| 11 | Shop 4 (Block 13) | 40m ² |
| 12 | Shop 5 (Block 14) | 40m ² |
| 13 | Shop 6 (Block 14) | 40m ² |
| 14 | Shop 7 (Block 14) | 40m ² |
| 15 | Shop 8 (Block 14) | 40m ² |
| 16 | Shop 9 (Block 14) | 40m ² |

3. SCOPE OF WORK

The Commercial Rental Property Management Companies must submit a proposal on the leasing and management of the creche facility, the multi-purpose facility including offices and the 9 commercial units at Chris Hani Village to private sector companies.

4. DELIVERABLES

4.1 A proposal on the leasing and management of the the creche facility, the multi-purpose facility including offices and the 9 commercial units at Chris Hani Village Complex to private sector companies.

4.2 Market related monthly rental of the creche facility.

4.3 Market related rental of the multi-purpose facility including offices and the 9 commercial units.

4.4 Monthly management fee proposal for the leasing and management of the creche facility.

4.5 Monthly management fee proposal for the leasing and management of the multi-purpose facility including offices and the 9 commercial units.

NB: The monthly management fee proposal must be provided separately for the leasing and management of the creche facility and that of the multi-purpose facility including offices and the 9 commercial units.

5 TIMELINES

5.1 The project must be completed within a period of four weeks from the date of appointment.

6. EVALUATION CRITERIA

All Expression of Interest documents will be evaluated on a three-stage process as follows:

6.1 Stage 1 – Preliminary Disqualifying Criteria

The proposals will be subjected to an administrative compliance check list before proceeding to a functionality evaluation criteria. Bidders are required to submit the following documents and failure to do so will render the bid nonresponsive.

- a. Company profile.
- b. Signed MBD Forms.
- c. Response to EOI.
- d. Valid Original SARS Tax Clearance Certificate/ pin.
- e. Up to date municipal account/statement for both the company (not older than 3 months). In case where a bidder is a lessee, a certified copy of a valid lease agreement must be supplied.
- f. Certified Company Registration Documents (not older than three months).
- g. Certified Directors ID copy (not older than three months).
- h. CSD Report (not older than 2 months)
- i. Stamped Bank Letter (not older than three months)

6.2) Stage 2: Functionality Evaluation Criteria

Only bidders that achieved 70 points and above on functionality evaluation will proceed to stage 3 of evaluation on pricing proposal.

| Functionality Evaluation Criteria | Evaluation Element | | Max. Weight |
|--|---|----|-------------|
| 1. Number of projects leased and managed by the property management company | 2-3 Projects (10 points) | | 30 |
| | 4-8 Projects (20 points) | | |
| | 9 or more Projects (30 points) | | |
| 2. Submit at least 4 Written Testimonials or References for each projects leased and managed by the company in the previous years. | Two to three reference letters or Written Testimonials (10 points) | | 30 |
| | Four to five reference letter or Written Testimonials (20 points) | | |
| | Six and above reference letter or Written Testimonials (30 points) | | |
| 3. Capacity - Number of Personnel 3.1 Senior Property Management Specialist 3.2 Junior Property Management Specialist | 1-2 Senior Property Management Specialist (5 points) | | 15 |
| | 3-4 Senior Property Management Specialist (10 points) | | |
| | 1-2 Junior Property Management Specialist (5 points) | | |
| 4. Qualifications of Personnel Required Supporting Evidence/ Documentation required for a senior and junior property management specialist i) The number of relevant years' experience in the industry (after professional Accreditation), specific relevant project experience [project description, role and responsibilities, project value]. Provide CVs for each personnel ii) Certified academic qualification for each member of the proposed team member. iii) Relevant Professional Registration of each team member. | Points to be allocated per category: 10 points for experience - 1-5 yrs – 2 point - 6-9yrs – 5 points - 11 years & above – 10 points 4 points for qualification - NQF Level 6 – 2 points - NQF Level 7 – 4 points 1 point for membership with relevant professional body where applicable | | 15 |
| 5. Methodology/Project Execution | Outline methodology & project execution | | 10 |
| TOTAL SCORE | | 70 | 100 |
| ACCEPT/REJECT | | | |

6.3 Stage 3: Pricing Schedule

| ACTIVITY | COST EXCL. VAT | COST INCL. VAT |
|--|----------------|----------------|
| 1. Market related monthly rental of the creche facility | | |
| 2. Market related monthly rental of the multi-purpose facility including offices and the 9 commercial units | | |
| 3. Monthly management fee for the leasing and management of the creche facility | | |
| 4. Monthly management fee for the leasing and management of the multi-purpose facility including offices and the 9 commercial units. | | |
| TOTAL COST | | |

NB: Please provide a motivation on how the costing was calculated.

Evaluation in terms of PPPFA 2011:

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 Point Components | | Points |
|-----------------------------------|------------------------------------|------------|
| Price | B-BBEE Level of Contribution | 80 |
| Specific goals | As per the PPPFA: Regulations 2022 | 20 |
| Total | | 100 |

Specific goal points will be allocated as follows:

Bidders residing in the Ekurhuleni Municipality region: 10 points.

Bidders with at least 50% women ownership: 3 points.

Bidders with disability: 2 points

Bidders with at least 50% black ownership: 5 points.

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.

Submissions must be hand delivered to EHC head office (at Hanover Building, Cnr Hendrik Potgieter Street & 7th Ave Edenvale.) in a sealed envelope marked:

EOI: REQUEST FOR EXPRESSION OF INTEREST FROM COMMERCIAL RENTAL PROPERTY MANAGEMENT COMPANIES ON THE LEASING OF THE CRECHE, MULTI PURPOSE FACILITY AND OFFICES AT CHRIS HANI VILLAGE COMPLEX, ERF 808 GERMISTON FIRE STATION - EHCLEASING/2024 (IN A RED TENDER BOX BY THE RECEPTION)



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