



Ekurhuleni Housing Company

Ekurhuleni Housing Company (SOC)
T: +27 (0) 11 825 0158/0151 • F: +27 (0) 86 425 5030 • E: info@edc.org.za
Hanover Building, Cnr Hendrick Potgieter & 7th Ave, Edenvale
W: www.edc.org.za

REQUEST FOR QUOTATION

RFQ NO: EHC/PMS/12/2024

Issued: 20/12/2024

	CONTACT PERSON	NON-COMPULSORY BRIEFING SESSION	CLOSING DATE & TIME
REQUEST FOR WRITTEN QUOTATIONS: PROVISION OF PROPERTY MANAGEMENT SERVICES	Technical Queries: Mr Richard Tsoka O11 879 8285 Richardt@ehco.org.za SCM Enquiries: SCMinterns@ehco.org.za	MONDAY, 06 JANUARY 2025 14h00 VIA MICROSOFT TEAMS Meeting ID: 362 729 634 188 Passcode: Gk3qn2eY	CLOSING DATE: THURSDAY, 09 JANUARY 2025 CLOSING TIME: 16h00

Quotations are hereby requested from service providers

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.

1. OBJECTIVE

EHC wishes to identify a property management company that can render property management services in EHC complexes located in Germiston. The services include marketing of properties, lease management, tenant management, billing, collection, credit control solutions, etc.



2. SCOPE OF WORKS

2.1 Letting & Tenant Management:

- property marketing, sourcing tenants, placing tenants, collecting rental, attending to queries etc.

2.2 Administration

- Credit vetting is using TPN (Tenant Profile Network) to vet all prospective tenants through their database of tenants as well as the other credit bureaus such as TransUnion ITC & Experian, etc
 - Monthly tenant invoicing
 - Financial reporting to EHC

2.3 Software

- Provide software with full property & financial management system offering end-to-end functionality. The system should have the functionality to export data from the system into other formats such as Excel / CSV for easy collaboration of financial data and reporting.
- The system must have a web portal that will enable access to financial reports and information on an hourly basis.
- The system must be able to upload applicable documentation (such as leases, notices, memos, etc.) onto the website as required by EHC, to view at any convenient time
- System to be MSCOA compliant.

2.4 Utilities accounts

- The service provider must be able to manage the utility accounts on a month-to-month basis for payment to the City of Ekurhuleni.

2.5 Credit control

- Development and implementation of credit control processes and procedures.

3. STAGE 1: PRE-QUALIFYING CRITERIA

ITEM #	DESCRIPTION
1.	Completed price schedule/cost breakdown.

4. STAGE 2: FUNCTIONALITY EVALUATION



For a bidder to qualify, it is a requirement that a Professional Service Provider score a minimum of 16 out of a maximum of 20 points (80%) for functionality to be evaluated further.

ITEM	CRITERIA	POINTS	VERIFICATION METHOD
1. Proven property management of rental stock in the last 5 years			
2. Proven experience in residential property management	<p>1-2 appointment and corresponding reference letters (Points =3)</p> <p>3-4 appointment and corresponding reference letters (Points = 5)</p> <p>5+ appointment and corresponding reference letters (Points= 10)</p>	10	<p>Signed appointment and reference letters from the relevant companies/ Organ of State / public institution.</p> <p>A detailed letter of reference from the previous work done.</p>
3. Proven experience in social housing property management	<p>1-2 appointment and corresponding reference letters (Points =1)</p> <p>3-4 appointment and corresponding reference letters (Points = 3)</p> <p>5+ appointment and corresponding reference letters (Points= 5)</p>	5	<p>Signed appointment and reference letters from the relevant companies/ Organ of State / public institution.</p> <p>A detailed letter of reference from the previous work done.</p>
3. Size of portfolios previously managed/			



currently under management			
No. of units under management	Under 500 units (Points = 1)	5	Property management agreements
	501 to 1000 units (Points = 3)		
	1 001 + units (Points= 5)		
TOTAL		20	

5. STAGE 3: MANDATORY COMPLIANCE

The bidder must comply and submit the following documents in order for the bid to be accepted for evaluation:

ITEM #	DESCRIPTION
1.	Company profile.
2.	Respond to RFQ.
3.	Valid tax clearance/pin.
4.	Certified Director's ID copy (Not older than three months).
5.	Comple and return MBD Forms MBD 1 MBD 4 MBD 8 MBD 9 MBD 6.1
6.	Certified copy of Company Registration Documents.
7.	Valid CSD registration documents (not older than 2 weeks)
8.	Up to date municipal account/statement for the company and directors (not in arrears for more than 3 months). In case where a bidder is a lessee, a valid copy of a lease agreement must be supplied.

Note: Certified documents must not be older than 3 months



6. PRICING SCHEDULE

Quotation to be per the cost breakdown below based on a total of 1 107 units to be managed.

COST BREAKDOWN

ITEM #:	DESCRIPTION	FEES %
1.	Administration fee for services % Incl VAT of collected income monthly.	

7. 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 POINT COMPONENTS		POINTS
PRICE		80
SPECIFIC GOALS		20
Bidders residing in the Ekurhuleni Municipality region		05
Enterprises with at least 51% ownership historically disadvantaged people		03
Bidders with at least 51% women ownership		04
Bidders with disability		03
Bidders with at least 51% youth ownership		05
Total		100



NB: Bidders must complete all attached MBD forms.

Should you not hear from us within 30 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 emailed to: SCMinterns@ehco.org.za or hand delivered to EHC head office (at Hanover building, cnr. Hendrik Potgieter & 7th Ave Edenvale) in a sealed envelope.

BIDS MAY ONLY BE SUBMITTED ON THE BID DOCUMENTATION PROVIDED BY THE ENTITY. IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER



