



Ekurhuleni Housing Company

Ekurhuleni Housing Company (SOC)  
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## REQUEST FOR QUOTATIONS

**RFQ NO: EHC/ OR/02/25**

*Issued: 03/03/2025*

	CONTACT PERSON	CLOSING DATE & TIME
Request to procure the services of a qualified service provider to facilitate a seamless relocation of office furniture, equipment and documents from the current office location at 71,7th Avenue in Edenvale to the new office premises at Angus Street, Germiston (approximately 20km)	<b>Technical Queries:</b> Corporate Support Department  011 879 8265 <a href="mailto:brendas@ehco.org.za">brendas@ehco.org.za</a>  <b>SCM Enquiries:</b> <a href="mailto:dollyp@ehco.org.za">dollyp@ehco.org.za</a> <a href="mailto:madimetjak@ehco.org.za">madimetjak@ehco.org.za</a> <a href="mailto:SCMinterns@ehco.org.za">SCMinterns@ehco.org.za</a>	<b>CLOSING DATE:</b> <b>10 March 2025</b>  <b>CLOSING TIME:</b> <b>11h00</b>

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. SCOPE OF WORK

##### PURPOSE

The primary objective of this assignment is to appoint a competent service provider to disassemble transport, and reassemble office furniture, equipment and documents efficiently and securely, ensuring the integrity of all assets.

Ekurhuleni Housing Company is expecting the appointed service provider to be responsible for the following task: -

- Conduct a pre-relocation assessment to determine the quantity, type and handling requirements of office assets
- The list of assets to be relocated are to be shared during compulsory physical briefing session
- Disassemble office furniture and equipment where necessary
- Provide materials necessary for the office furniture, equipment and documents
- Pack office furniture, equipment and documents securely to prevent damage and loss
- Transport all packed items to the new office location using suitable vehicles
- Provide adequate insurance for the items being transported
- Reassemble furniture and equipment at the new location as per layout instructions provided by the EHC
- Unpack and arrange documents and other assets as instructed.
- Remove and dispose of any packaging materials responsibly

## 2. DURATION AND TIMELINES

The office will be relocated during the month of March to the New offices at Angus Street, Germiston South

The entire process must be completed within 3 days from the start date of 11 March 2025. The EHC expects minimal operational disruption, requiring the service provider to work within a structured timeframe.

### ○ PRICING SCHEDULE

DESCRIPTION	UNIT COST	VAT	TOTAL AMOUNT
Price inclusive of <ul style="list-style-type: none"> <li>○ A comprehensive relocation plan before the commencement of work</li> <li>○ An inventory list before and after transportation</li> <li>○ Complete report post relocation including any challenges encountered.</li> </ul>			
<b>GRAND TOTAL</b>			

**PLEASE NOTE: THE EHC WILL NOT BE HELD RESPONSIBLE FOR UNDER PRICING DUE TO MISINTERPRETATION OF THE SPECIFICATION**

### 3. PROPOSAL & SUBMISSION REQUIREMENTS

- a. Bidders should carefully examine the entire TOR; Bidders should become fully aware of the nature of the work and conditions likely to be encountered in performing the work.
- b. Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the bidders' capabilities to satisfy the requirements of this RFQ.
- c. Emphasis should be placed on: (i) conformance to the RFQ instructions; (ii) responsiveness to the RFQ requirements; and (iii) completeness and clarity of content.

### 4. PLEASE ENCLOSE THE FOLLOWING MANDATORY DISQUALIFYING DOCUMENTS IN YOUR RFQ:

- 3.1 Signed MBD Forms.
- 3.2 Respond to RFQ.
- 3.4 Valid roadworthiness certificates
- 3.4 Valid transit insurance cover documents

#### Administrative compliance documents

- 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 or certified copy of a lease agreement must be supplied.
- Certified Director's ID copy. (Not older than three months)
- Valid tan pin
- 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 or certified copy of a lease agreement must be supplied
- Company pricing with letter head
- Valid BBBEE/affidavit
- Bak letter not older than three months

### 5. 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

<b>SPECIFIC GOALS</b>		20
Bidder		5
HDI (5pts)		
Woman (3 pts)		3
Disability (2pts)		2
Youth (2pts)		2
Within Ekurhuleni (8pts)		8
<b>Total</b>		<b>100</b>

**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 & 7<sup>th</sup> Ave Edenvale) in a sealed envelope stating RFQ No EHC/ OR/02/25: **IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER**

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.

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.