



Issued: 15 April 2026

REQUEST FOR QUOTATION ADVERT

RFQ NO: EHC/Boardroom/04/2026

DESCRIPTION	CONTACT PERSON	CLOSING DATE & TIME
<p>Request for supply and installation of boardroom furniture and audio-visual equipment.</p> <p>Compulsory Briefing session</p>	<p>Technical Queries : Mathinyane Selane Fezile Mtshali Department ICT Mathinyanes@ehco.org.za CEOOffice@ehco.org.za</p> <p>SCM Enquiries: dollyp@ehco.org.za thozamad@ehco.org.za Patriciam@ehco.org.za</p>	<p>CLOSING DATE: 22 APRIL 2026</p> <p>CLOSING TIME: 11h00 am</p> <p>Delivery Address: Corner Victoria Street and Linton Jones Street, Germiston (next to Fire Station)</p> <p>Compulsory Briefing session Date: 20 April 2026 Time 11:00am Briefing address: Corner Victoria Street and Linton Jones Street, Germiston (next to Fire Station)</p>

Quotations are hereby requested from service providers.

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. PURPOSE

The purpose of this advert is to invite qualified and experienced service providers to supply, deliver, install, and commission a fully integrated boardroom solution. The solution must include a boardroom table, 24 chairs, an audio-conferencing system, and audio-visual equipment that will enhance meeting efficiency, support virtual collaboration, and provide a modern, professional environment suitable for executive and stakeholder engagements.

3. SCOPE OF WORK

3.1 Boardroom Table and Chairs

- The boardroom table must be designed to comfortably accommodate 24 chairs.
- The table should be of high-quality, durable material (e.g., wood veneer, laminate, or solid engineered board) with a professional finish suitable for executive use in medium cherry wood.
- The design must allow for ergonomic seating arrangements and adequate legroom for all users.
- The table must include integrated cable management systems to ensure neat and safe routing of power and data cables.
- Chairs should be black blend ergonomic comfort with high-end, durable design to suit corporate environments. Key features include high or medium backs, padded upholstery, and often mesh for airflow.

3.2 Integrated Conference System

- The table must be fitted with a built-in conference speaker system with microphone, suitable for clear audio communication during meetings (including virtual meetings).
- Microphones must be strategically positioned to ensure full room coverage for up to 24 participants.
- The system must support USB/Bluetooth connectivity for integration with laptops and conferencing platforms (e.g., MS Teams, Zoom).
- Minimum 3-year warranty (mandatory), installation + configuration warranty coverage with replacement where required.

3.3 Connectivity and Power

- The table must include:
 - At least 1 x HDMI port for display connectivity.
 - A 20-socket electrical extension board integrated within or accessible from the table.
- All ports and power outlets must be easily accessible yet discreetly installed to maintain a clean boardroom appearance.

3.4 Projector

- Supply and installation of a corporate projector, suitable for boardroom presentations, with the following minimum features:
 - High resolution (Full HD (1920 x 1080))
 - Light Source: Lamp-based (Lamp life up to 12 000 hours in Eco mode)
 - Brightness: 4,000 ANSI Lumens
 - HDMI input compatibility and supports Miracast (Windows/Android),
 - Built-in Wireless LAN (IEEE 802.11 b/g/n),
- The projector must be ceiling-mounted with secure brackets and concealed cabling.



- Minimum 3-year warranty (mandatory), installation + configuration warranty coverage with replacement where required.

3.5 Projector Screen

- A mounted and rollable projector screen must be installed, with:
 - Smooth retractable mechanism (manual or motorized)
 - Screen size appropriate for clear viewing by all 24 participants
 - Matte white surface for optimal image clarity

3.6 Smartboard

- Supply and installation of a smartboard suitable for a 24-seat boardroom, with:
 - Minimum size of 75-inch 4K UHD interactive display
 - Built-in Android operating system, compatible with Windows devices
 - Touchscreen capability with multi-user interaction
 - Built-in or compatible software for presentations, annotations, and collaboration
 - Wireless screen sharing capability and HDMI, USB, LAN, and Wi-Fi connectivity.
 - Bluetooth capability for peripherals.
- Video Conferencing (Mandatory):
 - Integrated high-definition webcam or compatible external conferencing camera.
 - Must support platforms such as Microsoft Teams, Zoom, and similar collaboration tools.
- Warranty and Support
 - Minimum 3-year warranty (mandatory), installation + configuration warranty coverage with replacement where required.

3.7 Installation and Commissioning

- All equipment must be fully installed, configured, and tested.
- Cabling must be neatly concealed to maintain a professional environment.
- The service provider must provide user training on the use of the conference system, projector, and smartboard.

4. Stage 1. MANDOTARY DISQUALIFYING CRITERIAMANDATORY

- Late submissions will not be accepted.
- Bidder must sign submission register.
- Completed pricing schedule.



- Bidders must ensure that they sign the submission register(s) with the correct description and RFQ number. Failure to do so will result in automatic disqualification.
- Bidders must submit a duly signed undertaking confirming the availability of sufficient financial resources, or access to short-term financing, to ensure successful project delivery prior to appointment.

5. Stage 2. ADMINISTRATIVE COMPULSORY COMPLIANCE DOCUMENTS IN YOUR RFQ:

- Certified Director's ID copy. (Not older than three months from the closing date)
- Proof of CIPC registration (Please also enclose a document indicating the directors' full names and ID numbers)
- Up to date municipal account/statement for the company (not in arrears for more than 90 days). In case a bidder is a lessee, a valid original or certified copy of a lease agreement must be supplied.
- Company pricing with letterhead.
- 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
- Respond to RFQ. (RQF document)
- Signed MBD Forms
- Valid Tax Pin
- CSD report
- Financial capability. Submit latest 3 months bank statements reflecting a positive cash flow or access to short-term finance (e.g. overdraft facility) confirming the bidder's ability to deliver the project

6. Stage 3. 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
Bidder HDI (5pts)		5
Woman (3 pts)		3
Disability (2pts)		2
Youth (2pts)		2
Within Ekurhuleni (8pts)		8
Total		100

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

Executive Directors: Z. Nkamana (CEO); C. Segage (CFO)

Company Secretary (Vacant)

Reg. No: 2000/007937/07

7. PRICING SCHEDULE

Description	Unit Price	Quantity	Total (UPxQ)
Boardroom Table and Chairs	R		
Integrated Conference System	R		
Connectivity and Power	R		
Projector	R		
Projector Screen	R		
Smartboard	R		
Sub total	R		
VAT	R		
Total	R		

PLEASE NOTE: THE EHC WILL NOT BE HELD RESPONSIBLE FOR UNDERPRICING DUE TO MISINTERPRETATION OF THE SPECIFICATION.

All prices must be VAT inclusive and include all other related costs. Enquiries to be emailed to the supply chain Department dollyp@ehco.org.za; thozamad@ehco.org.za. patriciam@ehco.org.za; scminterns@ehco.org.za

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

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 hand delivered to EHC head office (Cnr Linton Jones Street and Victoria Street Germiston next to Fire Station) in a sealed envelope stating RFQ NO: EHC/Boardroom/04/2026 IN A RED TENDER BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER.

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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.
- Termination the employer may give notice of intention to terminate this agreement where the contractor has failed to:
 - proceed with the work,
 - comply timeously with a contract instruction,
 - Remedy a specified default within such period the employer may forthwith give notice to the contractor of termination of this agreement

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/ no 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.

Kindly note that by submitting your documents in our Supply Chain Management processes, you acknowledge that Ekurhuleni Housing Company may process your personal information in terms of the Protection of Personal Information Act No. 4 of 2013 (POPIA).

