



Germiston Phase II Housing Company(PTY) Ltd.

Known as **Ekurhuleni** Housing Company
(2000/007937/07)
("the company")

Chris Hani Village, Cnr Victoria Street & Linton Jones Street, Germiston
Tel: 010 101 4675 | Email: Info@ehco.org.za | Website: www.ehco.org.za

REQUEST FOR QUOTATIONS ADVERT

RFQ NO: EHC/CLEANING/2026

Issued: 13/05/2026

PROJECT DESCRIPTION	CONTACT PERSON	CLOSING DATE & TIME
THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF CLEANING AND GARDENING AT ALL EHC COMPLEXES NAMELY: CHRIS HANI VILLAGE & HEAD OFFICE; PHAROE PARK; AIRPORT PARK 1 & 2 and DELVILLE EXT 3 AND 9	<p>Technical Queries: Xolile Mbatha Manager Facilities Xolilem@ehco.org.za</p> <p>SCM Enquiries: dollyp@ehco.org.za thozamad@ehco.org.za patriciam@ehco.org.za scminterns@ehco.org.za</p>	<p>CLOSING DATE: 21 May 2026 CLOSING TIME: 11h00 am</p> <p>Delivery Address: Angus Street and Victoria Street Germiston (next to Fire Station)</p> <p>Compulsory site briefing</p> <p>Date: 18 May 2026 Time: 11h00 am</p> <p>Address: Cnr Victoria and Angus Street Germiston, EHC Head Office Chris Hani Village</p>

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. The Service Provider will have thorough experience in the public sector in general and social housing in particular.

1. SCOPE OF WORK

•Ekurhuleni Housing Company seeks to **appoint service provider** capable of delivering consistent high-quality hygiene and cleaning service at its designated sites. The service providers will be required to render services in accordance with the scope outlined below to cover offices, gardening, paving, dustbin areas, common areas and buildings. The Service Provider will provide cleaning, gardening and tree feeling services at all EHC complexes namely:

- **Pharoe Park Complex**
- **Chris Hani Village, Head Office**
- **Airport Park**
- **Delville Ext 3 & 9**

Scope of work for all complexes

Floor Maintenance (Offices and Common areas)

- Clean floors and staircases daily.
- Mop floors using suitable detergent daily.
- Buff floor as required / strip and polish as required.

Waste Disposal

- Remove all waste in plastic bags to dustbin area.
- Remove all waste on all floors daily.
- Replace full bins with empty bins twice daily.
- Housing supervisor offices & security guard house to be cleaned daily.
- Quarterly dumping of rubble in all complexes i.e. debris and other materials left behind by moving tenants or tenants that absconded.
- Prepare waste for municipal collection on days identified by the Housing Supervisor
- Clean bins with high pressure hose and disinfect all bins after refuse removal by municipality.
- Clean vacant units as and when required.

Walls Paintwork and Glazing

- Clean all low surface dirty marks
- Clean and polish bright metal fittings weekly.
- Report graffiti to the Housing Supervisor and clean where possible or any other markings as required.

Foyers, Entrances, Staircases and Passages.

- Sweep entrances, staircases and passages daily.
- Wash steps and entrances daily.
- Sweep clean parking areas.

Toilets (Common Area, Housing Supervisor & Security)

- Clean and sanitise, sinks and urinal daily.
- Polish mirrors daily
- Mop floor with disinfectant daily.
- Clean all metal fittings daily.
- Clean walls and doors as required.
- Report leaks e.g. Taps, Toilet and Plumbing pipes

Outside Areas/Common Areas/ Parking and Patios

- Maintain courtyard in clean condition daily.
- Pick up litter daily.
- Sweep and maintain in clean condition twice per week.
- Grass to be kept short and maintained throughout the rainy season as well. Cut grass at least once a week. Grass length to always be approximately 5 mm long.
- Sidewalks, grass areas and landscaping areas to be kept free from weeds including outside perimeter (Perimeter fence to the Road).
- Clean drainage channel around buildings once a month.
- Report tenant belongings stored at open spaces.

- No carpets to hung over balconies and walls should be reported the Housing Supervisor
- Remove all weeds on the pavements

General Maintenance in common areas

- Report leaks
- Report vandalism.
- Report broken windows.
- Report missing fire equipment & misuse thereof.
- Report clothes hanging on balconies.
- Report drain blockages

Personnel Requirements

- Personal protective equipment to be worn at all times i.e. safety boots, gloves safety glasses, overalls and face mask when working with waste or chemicals, etc.
- Report for work weekly (Monday to Friday) from 07:00 am to 15:30 pm including public holidays.
- Contractors must provide sufficient labour, material and equipment to ensure they are able to execute the contract in terms of the above-mentioned scope of works and specifications.
- Contractors are required to provide a mobile storage facility for personnel and equipment.

Monthly Supplies for Chris Hani Head Office

- Toilet Paper: 10 x 12 packs
- Paper Towels: 7 packs of 6's
- Domestos (3 L): 3 bottles
- Mr Min (Orange): 5 cans
- Cleaning Mops x7 : Quarterly
- Cleaning Gloves (Yellow): 4 pairs
- Pine Gel (5 L): 4 containers
- Air Freshener Spray: 1 pack of 6's

Monthly supplies for Delville, Pharo Park and Airport Park

- Cleaning Mops x15: Quarterly
- Cleaning Gloves (Yellow): 4 pairs
- Pine Gel (5 L): 4 containers

2. STAGE 1: PLEASE ENCLOSE THE FOLLOWING MANDATORY DISQUALIFYING DOCUMENTS IN YOUR RFQ:

- Compulsory site briefing
- Late submissions will not be accepted.
- Bidder must sign on the correct submission register failure to do that will result to an automatic disqualification.
- Valid COIDA Letter of good standing from the Department of Labour.
- Fully completed Pricing schedules (All 4 complexes)
- Submit at least 2 reference letters for similar projects

NB: Failure to submit or comply with the above-mentioned requirements will result in your RFQ being disqualified.

3. STAGE 2: ADMINISTRATIVE COMPLIANCE

- Certified Director(s) ID copy. (Not older than three months)
- CIPC (Company registration documents)
- 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.
- Bank letter.
- Signed MBD Forms
- Valid Tax Pin
- CSD report

4. STAGE 3: 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 allocated based on the B-BBEE status level certificate.

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

5. PROPOSAL & SUBMISSION REQUIREMENTS

- 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.
- 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.
- Emphasis should be placed on: (i) conformance to the RFQ instructions; (ii) responsiveness to the RFQ requirements; and (iii) completeness and clarity of content.

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: **Cnr Victoria and Angus Street Germiston, EHC Head Office Chris Hani Village – (IN A RED TENDER BOX BY THE RECEPTION). PLEASE SIGN SUBMISSION REGISTER)**

6. PRICING SCHEDULE PER SITE

PHAROE PARK COMPLEX						
Description of services		No. of cleaners	No. of days	No. of weeks	Unit price	Total Monthly Price - e.g. Formular (6x5x4xunit rate)
PHP- Mon-Fri		2	5	4		
Grass cutting & General Cleaning		8	1	2		
Cleaning materials (refer to scope of works)	Per month					
Total						
VAT @15%						
Total per month						

AIRPORT PARK PHASE 1 & 2						
Description of services		No. of cleaners	No. of days	No. of weeks	Unit price	Total Monthly Price - e.g. Formular (6x5x4xunit rate)
Bin removal & General Cleaning		2	1	4		
Grass cutting & General Cleaning		8	1	2		
Cleaning materials (refer to scope of works)	Per month					
Total						
VAT @15%						
Total per month						

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CHRIS HANI VILLAGE AND HEAD OFFICE						
Description of services		No. of cleaners	No. of days	No. of weeks	Unit price	Total Monthly Price - e.g. Formular (6x5x4xunit rate)
CHV- Mon-Fri		6	1	4		
Grass cutting & General Cleaning		8	4	4		
Cleaning materials (refer to scope of works)& Office supplies	Per month					
Head Office		2	5	4		
Total						
VAT @15%						
Total per month						

DELVILLE EXT. 3 & 9						
Description of services		No. of cleaners	No. of days	No. of weeks	Unit price	Total Monthly Price - e.g. Formular (6x5x4xunit rate)
Delville ext. 9 Mon-Fri		5	5	4		
Delville ext. 3 Bin removal		1	1	4		
Delville ext. 3& 9 grass Cutting & general cleaning		8	1	2		
Cleaning materials (refer to scope of works)	Per month					
Total						
VAT @15%						
Total per month						

TOTALS

	MONTHLY	TWO (2) MONTHS
CHRIS HANI VILLAGE & HO		
PHAROE PARK		
DELVILLE EXT. 3 & 9		
AIRPORT PARK 1 & 9		
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GRAND TOTALS INCLUSIVE OF VAT

CANCELLATION

EHC reserves the right to cancel the contract or any part of the contract at any time in the event of poor service delivery on the service provider or any breach of contract.

Submissions must be hand delivered to EHC head office (at Angus and Victoria Street Germiston next to Fire Station) in a sealed envelope stating **RFQ NO: EHC/CLEANING/2026 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/ 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").