



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 QUOTATION ADVERT

RFQ NO: EHC\HVAC/2026

Issued: 29/05/2026

DESCRIPTION	CONTACT PERSON	CLOSING DATE & TIME
<p>Request for Quotation:</p> <p>Servicing, repairs and commissioning of a centralised HVAC (air conditioning) system at the EHC Head Office.</p> <p>Project duration: Three (3) weeks to complete repairs and commissioning of a centralised HVAC system</p> <p>Twenty four (24) months for servicing of the centralised HVAC on an as and when required basis, subject to budget availability.</p> <p>NB: EHC reserves the right not to appoint for the servicing of the centralized HVAC system.</p>	<p>Technical Queries: Pheladi Mojapelo Pheladim@ehco.org.za</p> <p>SCM Enquiries: dollyp@ehco.org.za thozamad@ehco.org.za patriciam@ehco.org.za</p>	<p>CLOSING DATE: 08 June 2026</p> <p>CLOSING TIME: 11h00am</p> <p>Compulsory Briefing Session: Date: 02 June 2026 Time: 11h00am</p> <p>Venue: Corner of Victoria Street and Linton Jones Street in Germiston (next to Fire Station - Entrance off Victoria Street).</p> <p>RFQ Delivery Address: EHC Offices Ground floor, Red Box in Reception area, Corner of Victoria Street and Linton Jones in Germiston</p>

Quotations are hereby requested from service providers.

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

1. INTRODUCTION

Ekurhuleni Housing Company hereby invites qualified and experienced service providers to submit quotations for the servicing, repairs and commissioning of an existing centralised HVAC (air conditioning) system at the EHC Head Office, Germiston.

2. SCOPE OF WORKS

The scope of work is for:

- a) EHC Head office, Germiston
- b) Building Size: 744.7 m²
- c) Building Type: Three-storey office building (ground, first and second floor and roof)

The works shall include:

- a) Servicing, repairs and commissioning of the existing centralised (HVAC) air conditioning system.
- b) Testing, certification and compliance documentation for all installed and repaired systems.

NB: The HVAC Specification and drawings are hereby attached for reference.

2.1 HVAC Repairs and Corrective Works

The contractor shall provide for:

- Repair/replacement of defective components

Repairs Deliverables

- Report on repairs and corrective work required

2.2 HVAC Commissioning

Following repairs and servicing, the contractor shall provide the following:

- HVAC Commissioning
- Verify cooling performance
- Verify airflow and pressure
- Test safety controls
- Record operating temperatures and pressures



Commissioning Deliverables

- Commissioning report
- Test certificates
- Electrical CoC
- Air balancing report
- Maintenance plan & preventative maintenance plan
- Snag list close-out report

3. DURATION

3.1 The repairs and commissioning of a centralised HVAC system must be completed within a period of three (3) weeks from date of appointment.

3.2 The servicing of the HVAC system will be for a period of twenty four (24) months on an as and when required basis, subject to budget availability.

4. PRICING SCHEDULE

SECTION	DESCRIPTION	COST EXCL. VAT
A	HVAC Repairs and Corrective Works	
B	HVAC Commissioning	
C	Contingency Fee @ 10%	
	TOTAL	
	VAT	
	TOTAL INCL. VAT	

4.1 Provide total project cost (including materials, labor and all expenses).

4.2 Prices shall be fixed and firm for the duration of the contract. EHC shall not be held liable for any underpricing resulting from misinterpretation of the specifications.

5. SERVICING OF THE HVAC AND PREVENTIVE MAINTENANCE

SECTION	DESCRIPTION	SERVICING COSTS EXCL. VAT
	Quarterly maintenance pricing	
	Call-out rates	
	Contingency fee @ 5%	
	TOTAL	
	VAT	
	TOTAL INCL. VAT	

NB: EHC reserves the right not to appoint for the servicing of the centralized HVAC system.

5.1 Additional costs may include the replacement of major components, refrigerant gas top-ups, electrical repairs, duct cleaning, replacement parts, after-hours emergency call-outs, specialist testing and commissioning, and any access equipment required for maintenance and repairs.

6. STAGE 1: MANDATORY DISQUALIFYING DOCUMENTS

- No late submissions will be accepted
- 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.
- Compulsory site briefing
- Company profile
- HVAC accreditation and qualifications
- Public liability insurance
- References - Minimum of three similar HVAC and commercial building projects completed
- Safety file and OHS compliance documents and risk management capability
- Completed pricing schedule.

7. STAGE 2: ADMINISTRATIVE COMPULSORY COMPLIANCE DOCUMENTS

- 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 letter head
- 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
- 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.



8. 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

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 (Cnr Victoria Street & Linton Jones Street, Germiston next to Fire Station) in a sealed envelope stating **RFQ NO: EHC/HVAC/2026 IN A RED TENDER BOX BY THE RECEPTION.**

BIDDERS MUST SIGN THE 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).

