



Germiston Phase 2 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: 011 825 0158 | Email: info@ehco.org.za | Website: www.ehco.org.za

REQUEST FOR QUOTATIONS ADVERT

RFQ NO: EHCCOSEC/09/2026

Issued: 21/09/2026

	CONTACT PERSON	CLOSING DATE & TIME
APPOINTMENT OF A SERVICE PROVIDER FOR COMPANY SECRETARIAL SERVICES FOR A PERIOD OF 11 MONTHS	Technical Queries: Ms. Busi Baloyi Ms. Tshidi Leepo Department busib@ehco.org.za ayandam@ehco.org.za SCM Enquiries: dollyp@ehco.org.za patriciam@ehco.org.za thozamad@ehco.org.za	CLOSING DATE: 29 September 2026 CLOSING TIME: 11am Delivery Address: Chris Hani Village Cnr Angus Street & Victoria Street, Germiston (next to Fire Station)

Quotations are hereby requested from service providers.

The Ekurhuleni Housing Company SOC Ltd (EHC) invites suitably qualified and experienced service providers to submit proposals for the provision of Company Secretarial Services to support its Board of Directors, Board Committees and Management Committee.

1. INTRODUCTION

The Ekurhuleni Housing Company (EHC) is a municipal entity established in the year 2000 to develop and manage rental housing for low to moderate-income households in the City of Ekurhuleni. The EHC operates in accordance with the Social Housing Act, the Municipal Systems Act (MSA), and the Municipal Finance Management Act (MFMA). The Company is committed to maintaining good governance and legal compliance as a State-Owned Company.

2. OBJECTIVE

The purpose of this RFQ is to appoint a qualified and experienced service provider to deliver comprehensive Company Secretarial Services to the Board of EHC, its Committees and Management Committee. The appointed service provider will be responsible for ensuring compliance with applicable legislation, corporate governance practices, and the Company's Memorandum of Incorporation (MOI).

3. SCOPE OF WORK

The Board of Directors is permitted to convene up to **20 meetings per financial year**, which includes quarterly Special Board Meetings and excludes monthly Management Committee meetings. To ensure effective governance and oversight, the Board operates through **three key Committees**, each chaired by a Non-Executive Director and established in line with applicable governance standards and the **King principles**.

The appointed Company must provide a resource that will report to the EHC Head Office on a full-time basis and will be required to perform, at a minimum, the following functions:

3.1 Governance and Legal Compliance

- Advise the Board on director responsibilities and legal obligations.
- Ensure awareness and adherence to applicable legislation and regulations.
- Responsible for timely lodgment of statutory filings and reporting non-compliance with the MOI, Companies Act, King Code on corporate governance or other applicable rules.
- Certify annual financial statements that statutory returns are filed and up to date.
- Ensure compliance with Section 33(3) of the Companies Act.
- Distribute annual financial statements as required by law.

3.2 Meeting Administration and Records Management

- Maintain accurate minutes of all shareholders', Board, Committee and Management Committee meetings.
- Oversee the preparation and timely distribution of Board, Committee and Management Committee packs within set time frames as per the Committee Terms of Reference and Board Charter.
- Assist in drafting annual work plans and meeting agendas and any other Board related administrative responsibilities.

3.3 Board and Committee Support

- Keep governance documents such as charters and policies up to date.
- Track and facilitate follow-ups on matters arising from meetings and ensure completion of matters arising.
- Escalate governance-related issues to the Board as needed.
- Ensure that the Board and Committees are properly constituted.

3.4 Stakeholder Engagement and Communication

- Maintain direct communication with the Chairperson of the Board and Chief Executive Officer.
- Provide governance support, particularly to the Chairperson, non-executive directors, and Committee Chairpersons and the Management Committee.

4.MANDATORY DISQUALIFYING CRITERIA

- A project methodology plan
- Minimum of 5 contactable signed reference letters for the Company where similar services were rendered indicating the years for which they have provided company secretarial services. (Reference must be on letterhead and not older than 5 years and briefly describe the company experience).
- The Project Team to be delegated to the EHC must have a minimum of 5 years' experience as a company secretary. (CVs/ profiles must be attached clearly reflecting the years of company secretarial experience).
- The Project Team to be delegated to EHC must have the relevant knowledge and a professional qualification from the Institute of Chartered Secretaries and Administrators SA (ICSA).
- Submission register. Bidders must ensure that they sign the submission register using the correct RFQ description and RFQ number. Failure to correctly complete and sign the submission register(s) as required will result in automatic disqualification.
- MBD Forms – Submit a duly completed and signed MBD forms.

**The Bidder must advise the EHC if any project team members are changed and the EHC must approve the replacement. The replacement must have similar skills and qualifications as the relevant project team members that were evaluated. **

5. ADMINISTRATIVE COMPLIANCE DOCUMENTS

- Certified Director's ID copy. (Not older than three months from the closing date)
- CIPC registration 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
- Company pricing with letter head
- Valid BBEE/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
- Up to date municipal account/statement for the company and all its directors (not in arrears for more than 90 days). In a case where a bidder is a lessee, a valid original or certified copy of a lease agreement must be supplied.
- Respond to RFQ
- Valid Tax Pin
- CSD report

6. FEES AND PAYMENTS

Service providers are required to submit a **fixed fee for an 11-months payable monthly period**. Payment terms will be aligned with the Service Level Agreement (SLA) to be entered into with the successful service provider.

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, patriciam@ehco.org.za thozamam@ehco.org.za

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

7. 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.

8. 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		5
HDI		
(5pts)		
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 (at Angus and Victoria Street Germiston next to Fire Station) in a sealed envelope stating **EHCSec/09/2026 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).