



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

INVITATION FOR BID TENDER

RFT NO: EHC/INS10/2026

Issued: 19/10/2026

DESCRIPTION	CONTACT PERSON	CLOSING DATE & TIME
THE APPOINTMENT OF A BROKER RELATED TO INSURANCE AND RISK SERVICES FOR A PERIOD OF THIRTY (36) MONTHS	Technical Queries: Mr. Ndzalama Hobyani ndzalamah@ehco.org.za SCM Enquiries: Thozama Dalindyebo/ Dolly Phatlane/ Patricia Mngomezulu thozamad@ehco.org.za dollyp@ehco.org.za patriciam@ehco.org.za	CLOSING DATE: 19 November 2026 CLOSING TIME: 11AM DELIVERY ADDRESS: Cnr Victoria Street and Linton Jones Street, Germiston (next to Fire Station) Note: Sign submission register COMPULSORY SITE BRIEFING: Date: 27 October 2026 Time: 11h00 am Briefing address: Cnr Victoria Street and Linton Jones Street, Germiston (next to Fire Station)

Submissions are hereby invited from suitably qualified service providers for the above-mentioned services.

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.

- The Ekurhuleni Housing Company (EHC) seeks to invite suitably qualified and financially capable commercial companies, employers and/or corporate institutions to submit Tenders to enter the appointment of a broker related to insurance and risk services for a period of thirty (36) months EHC/INS10/2026
- The tender is for the provision of services of a Broker related to insurance and risk services to arrange insurance for the identified risk and short-term insurance requirements of the Ekurhuleni Housing Company (EHC).
- The appointed insurance Broker will be required to compile a risk profile for the entity in consultation with EHC management and recommend suitable insurance coverage for the EHC.
- Upon appointment, the Insurance Broker will be required to propose a strategy and action plan to find the best insurance coverage with value for money for the entity and to prevent losses based on the risk profile of the entity.
- The insurance Broker will be required to review the insurance annually, 3 months before the expiry of the insurance.
- Facilitate and evaluate the Insurance and Underwriting detail and outline any exclusion thereof.
- The Service Provider must provide financial advice on the short-term insurance portfolio in the event EHC requests such advice within the timelines as agreed to from time to time and must further assist EHC with the interpretation of insurance policy documents and matters incidental thereto including the interpretation of insurance rules and regulations.
- All technical requirements and clarification must be directed to Finance Manager, Mr. Ndzalama Hobyani (ndzalamah@ehco.org.za), SCM queries to be directed to Dolly Phatlane(dollyp@ehco.org.za) , Patricia Mngomezulu(patriciam@ehco.org.za) and Thozama Dalindyabo(thozamad@ehco.org.za) .

- Tender will be closing on 19 November 2026 @11:00am, Tenders submitted late will be received, marked as late, and will not be considered for evaluation. Tender documents must be deposited in a red tender box by the reception and sign submission register at Cnr Victoria Street and Linton Jones Street, Germiston (next to the fire station). Submission must be hand delivered in a sealed envelope stating bid description and reference no: The appointment of a broker related to insurance and risk services for a period of thirty (36) months EHC/INS10/2026
- Tender validity period is 120 days after the closing date.
- Request for Tenders will be evaluated in four stages: Stage 1 (Mandatory Disqualifying Compliance Requirements), Stage 2 (Administrative Compulsory Documents), Stage 3 (Evaluation for functionality) and Stage 4 (Pricing and BBB-EE points specific goals)
- Bidders must achieve a minimum score of 80 points out of 100 points at Stage 3: Functionality Evaluation to be evaluated for further stage of pricing and specific goals, therefore the bidder who scores high in terms of specific goals will be appointed for the services of insurance broker.
- All requirements of tender are enclosed in the tender document.

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.

Tenders 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).