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/M356/12/2026

DESCRIPTION	CONTACT PERSON	CLOSING DATE & TIME
Request to procure, supply and activate 45 Microsoft Business Premium Licenses for a period of 24 Months.	**Technical Queries:** Mathinyane Selane **Department** **ICT** **Mathinyanes@ehco.org.za** **SCM Enquiries:** **dollyp@ehco.org.za** **patriciam@ehco.org.za** **thozamad@ehco.org.za**	**CLOSING DATE:** **21 DECEMBER 2026** **CLOSING TIME:** **11h00 am** Delivery Address: Corner Angus Street and Victoria Street, Germiston (next to Fire Station)

Issued: 20/11/2026
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. SCOPE OF WORK

a. License procurement: 45 Microsoft Business Premium.
b. Subscription term: Two years (12 Months Annually).
c. Tenant: Existing Microsoft 365 Business Premium tenant.
d. Endpoint protection and device compliance policies.
e. Email security and threat protection.
f. Data loss prevention and information governance.

3. PRICING SCHEDULE

Non-Executive Directors: L Mtimde (Chairperson); T. Hangana; F. Dikgale; D, Hlawula
Executive Directors: Z. Nkamana (CEO), S. Mjwara (CFO)
Company Secretary: S. Mbengo
Reg. No: 2000/007937/07

Description	Unit Price	Quantity	Total (UPxQ)
Microsoft 365 Business Premium License supply and activation	R	45	
Sub total	R		
VAT	R		
Total	R		

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

4. 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.

5. MANDATORY DISQUALIFYING CRITERIA

- MBD 3.1 / 3.2 / 3.3 (Pricing Schedules). Must be completed in full without uninitialed alterations or correction fluid. If a bid price cannot be accurately evaluated due to arithmetic errors, missing unit prices, or conditional pricing, the bidder WILL automitically be disqualified.

6. ADMINISTRATIVE COMPULSORY COMPLIANCE DOCUMENTS

- Certified Director's ID copy. (Not older than three months from the closing date)
- CK
- 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 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

- 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.

Non-Executive Directors: L Mtimde (Chairperson); T. Hangana; F. Dikgale; D, Hlawula
Executive Directors: Z. Nkamana (CEO), S. Mjwara (CFO)
Company Secretary: S. Mbengo
Reg. No: 2000/007937/07

- Signed MBD Forms
- Valid Tax Pin
- CSD report
- Quotiation in company letter head

7. 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 Com	**ponents**	**Points**
PRICE		80
SPECIFIC GOALS		20
Bidder HDI (5pts)		5
Woman (3 pts)		3
Disability (2pts)		
Youth (2pts)		2
Within Ekurhuleni (8pts)		2
		8
TOTAL POINTS		**100**

8. General and Contract conditions

RFQ CONDITIONS

- RFQ documents will be issued in English only
- 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/M365/12/2026 IN A RED RFQ BOX BY THE RECEPTION. PLEASE SIGN SUBMISSION REGISTER**
- All prices must be VAT inclusive and include all other related costs.
- Bidders must ensure that all prices submitted are inclusive of VAT at the applicable rate of 15%. Where a bidder fails to separately indicate or include VAT in its pricing, the total price submitted in the completed pricing schedule shall be deemed to be VAT-

Non-Executive Directors: L Mtimde (Chairperson); T. Hangana; F. Dikgale; D, Hlawula
Executive Directors: Z. Nkamana (CEO), S. Mjwara (CFO)
Company Secretary: S. Mbengo
Reg. No: 2000/007937/07

inclusive. No additional amount shall be payable in respect of VAT over and above the submitted price, irrespective of whether the bidder is registered for VAT or not. The bidder shall be deemed to have made provision for all applicable taxes and costs in its submitted pricing.

- Bidders must submit a valid Microsoft Partner Centre profile or official Microsoft documentation confirming their active CSP status as either an Indirect Reseller or Direct Bill partner.
- Bidders must complete all attached MBD forms.

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).

Non-Executive Directors: L Mtimde (Chairperson); T. Hangana; F. Dikgale; D, Hlawula
Executive Directors: Z. Nkamana (CEO), S. Mjwara (CFO)
Company Secretary: S. Mbengo
Reg. No: 2000/007937/07