

P.O. Box 3209,  
Houghton, 2041  
Block B,  
Megawatt Office Park,  
1 Maxwell Drive,  
Sunninghill  
2157



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**REQUEST FOR PROPOSALS**

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**FOR THE APPOINTMENT OF A CONTRACTOR FOR CREATING AN INTERLEADING  
DOORWAY TO DRY WALLING AND THE RE-ROUTING OF AFFECTED ELECTRICAL  
WIRING AND ISSUING OF AN ELECTRICAL CERTIFICATE OF COMPLIANCE.**

**HDA/JHB/2022/004**

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**TENDER PROPOSALS TO BE SUBMITTED BY  
NO LATER THAN 28 JUNE 2022 AT  
11H00**

## 1. INTRODUCTION

The Housing Development Agency (HDA) is a national public development agency established by an Act of Parliament (Act 23 of 2008). The HDA promotes sustainable integrated communities by making well-located land and buildings available for the development of housing and human settlements. As an organ of state, the HDA is accountable through its Board to the Minister of Human Settlements. Visit [www.thehda.co.za](http://www.thehda.co.za) for more information.

## 2. PROJECT SCOPE

- 2.1 The HDA Head Office is situated in Block B, Megawatt Office Park, 1 Maxwell Drive, Sunninghill.
- 2.2 A call is being made for bidders to attend a compulsory site briefing meeting on **24<sup>th</sup> of June 2022 at 11H00** with a view to the HDA appointing a contractor to undertake a detailed planned sequencing of activities; costing of construction works; with completion being on time, within budget and with quality finishes.

## 3. OUTPUTS/ DELIVERABLES

- 3.1 The successful bidder will be required to deliver the following:
  - 3.1.1 Bidders will be required to submit a detailed programme of works with costing for all materials and labour in the bid documents.
  - 3.1.2 The service provider will be required to create an interleading doorway in an existing dry wall and install an aluminium door frame to accommodate an 813mm x 2032mm door.
  - 3.1.3 Electrical wiring currently running in aluminium tubing along the floor will need to be redirected. This is to be carried out by an electrical contractor that carries a valid registration with the Department of Labour, as per Section 6 of the OHS Act 85 of 1993.
  - 3.1.4 Installation of two (2) mid-wall plug points.

The service provider is to ensure that a lockout procedure is drafted and approved by ESKOM prior to commencing work on site.
  - 3.1.5 Both the office and boardroom where the interleading doorway has been created is required to be repainted with a quality washable paint, colour to match the existing offices (approximately 40m<sup>2</sup>).
  - 3.1.6 Carpet tiles affected by the alterations are to be relaid. Second hand tiles to match existing carpeting will be provided by the HDA.
  - 3.1.7 An electrical certificate of compliance must be issued, by an Approved Inspection Authority, for the electrical work undertaken.

#### **4. CONTRACT PERFORMANCE**

- 4.1 The timeframes for completion of this assignment will be one weekend - work can only be carried out after 16h00 on a Friday and must be finished by the Sunday of the same weekend.
- 4.2 The Service Provider must be available to commence with works within one week of appointment date.

#### **5. REQUIRED SKILLS AND EXPERIENCE**

The contractors should among others be in possession of the following:

- i) Registration with CIDB;
- ii) A registered electrical contractor with a minimum of 2 years' experience.

#### **6. CONTRACT**

The HDA shall enter into a legally binding contract with the successful bidder, in addition to the letter of appointment.

#### **7. MINIMUM TECHNICAL MANDATORY REQUIREMENTS**

- 7.1 The assessment and evaluation of submitted proposals will undergo a process of Technical Mandatory requirements and Evaluation Phase. The initial phase of the evaluation will be in a form of a Technical Mandatory Requirements, in accordance with the PPPFA Act, Preferential Procurement Regulation which organs of state can apply in order to advance designated groups and transformation. **Only tenderers who meet the Technical Mandatory requirements will be considered for the next phase.** i.e. Evaluation Phase. A tender that fails to meet the mandatory requirements stipulated in the tender document is an unacceptable tender. Technical mandatory requirements which an applicant must meet in order to be considered:

##### **Technical Mandatory requirements**

- i) Valid registration with CIDB;
- ii) Electrical contractor has a valid registration with the Department of Labour; and

#### **8. PAYMENT STRUCTURE**

- 8.1 The HDA undertakes to pay all valid claims for work done to its satisfaction and certified by the relevant persons, within thirty (30) days of presentation of a substantiated claim/invoice.
- 8.2. No payment will be made where there is any outstanding information/work by the service provider/s.

## 9. GENERAL

### 9.1 Below are compulsory requirements for this service:

- 9.1.1. It is important to note that the successful bidder will work under the supervision of a Professional Resource Team (PRT) appointed by the HDA and is required to abide by HDA's Code of Conduct, and other organisational guidelines.
- 9.1.2. Kindly complete and submit the following:
- **CSD registration report** (Registration with the National Treasury Central Supplier Database). If not yet registered use the following link to register: <https://secure.csd.gov.za/> .
  - Valid original **Tax Clearance Certificate**.
  - **SBD Forms (SBD4, SBD6.1 SBD8 and SBD9)** obtainable from HDA Website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.
  - **Valid and original or certified B-BBEE Status Level 1 - 3 verification certificate issued by the following agencies SANAS, IRBA or CCA.**
  - **Valid Registration with CIDB:** Minimum requirement of 7GBCE or higher will be required.

**NB: Failure to submit the above required documents will lead to automatic disqualification**

10.2 Requests for further information regarding technical matters can be sent via email to [Keegan.Pillay@thehda.co.za](mailto:Keegan.Pillay@thehda.co.za) or Jane can be contacted on 011 544 1000.

Requests for further information regarding supply chain matters and queries can be sent via email to [Njabulo.Hlongwane@thehda.co.za](mailto:Njabulo.Hlongwane@thehda.co.za) or Jane can be contacted on (011) 544 1000

## 10. SUBMISSION OF PROPOSALS

10.1. Proposals should be submitted on or before **28<sup>th</sup> of June 2022 by no later than 11H00** to the following address:

The Housing Development Agency,  
Block B,  
Megawatt Office Park,  
1 Maxwell Drive,  
Sunninghill  
2157

**Tel: 011 544 1000**

10.2. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any bid/proposal, and the HDA reserves the right not to appoint the service provider.