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REQUEST FOR QUOTATIONS

APPOINTMENT OF THE SERVICE PROVIDER FOR LEASE OF TEN (10) PLUMBED, FILTERED WATER COOLERS FOR A PERIOD OF THIRTY SIX (36) MONTHS, WITH THE OPTION FOR FURTHER RENEWAL, FOR THE HOUSING DEVELOPMENT AGENCY HEAD OFFICE, 4 KIKUYU ROAD, SUNNINGHILL, 2157 WITH SERVICING AT SIX (6) MONTHLY INTERVALS

RFQ/JHB/2023/020

APPLICATIONS TO BE SUBMITTED BY

NOT LATER THAN

02 JUNE 2023 AT 11HOO

1. INTRODUCTION

The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers, financiers and other affected parties. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

Follow us on Twitter @The_HDA and on Facebook: TheHDA.

2. SCOPE OF WORK

- 2.1 The objective of this bid is to appoint a suitable and reputable service provider for the lease of ten (10) SABS certified water coolers linked into the main water supply for a period of thirty six (36) months, with the option to renew for a further period. The water is to be filtered and dispensed as either chilled, room temperature or hot water at the touch of a button.
- 2.2 The water coolers are to be serviced on a six (6) monthly basis for the entire duration of the lease period, ensuring that the water filters are replaced and water system parts are replaced so that the water remains sanitised, ensuring that the water continues to taste fresh.

3. DELIVERABLES

- 3.1 The Service Provider is to provide a quote for the installation of the ten (10) water coolers plumbed into the main water supply on a 36 (thirty six) month lease basis, with the option of renewal for a further period. Costing must be on a monthly basis, over thirty six (36) months and must be inclusive of six monthly replacing of water filters and servicing.
- 3.2 Costing must be on a monthly leasing basis, over thirty six (36) months and must be inclusive of six monthly replacement of filters and servicing.
- 3.3 Further information regarding supply chain matter and queries can be sent via email to Njabulo.Hlongwane@thehda.co.za or on Tel: 011 544 1000

4. TERMS AND CONDITIONS.

- 4.1. The supplier is to invoice the HDA on a monthly basis over a period of thirty six (36) months. The HDA undertakes to pay all valid claims for work done to its satisfaction, within thirty (30) days of presentation of a substantiated invoice.
- 4.2. No payment will be made where there is an outstanding information/work by the service provider/s.

5. SUBMISSION OF QUOTATION

- 5.1 Quotations should be submitted on or before the **02 June 2023 by no later than 11h00** to: Procurement@thehda.co.za

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