

## INVITATION TO TENDER

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](http://www.thehda.co.za).

**The HDA hereby requests suitably qualified and reputable service providers to submit proposals for:**

### **VIDEO CONFERENCING RENTAL SOLUTION FOR A PERIOD OF 36 MONTHS** CONTRACT NO. HDA/JHB/2018/017

**The tender documents may be obtained from the HDA Website/National Treasury E-portal. Delivery address of proposals is:** The HDA , Block A, Riviera Office Park, 6 – 10 Riviera Road, Killarney, Johannesburg.

**NOTE: The HDA will not be responsible to oversee that proposals sent by courier are placed in the Bid /Tender box.**

The assessment and evaluation of submitted proposals will under go a process of Pre-Qualification and an Evaluation Phase. The initial phase of the evaluation will be in a form of a Pre-qualification, 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 Pre-qualification conditions will be considered for the next phase. i.e. Evaluation Phase. A tender that fails to meet any Pre-qualifying criteria stipulated in the tender document is an unacceptable tender.

**Pre-qualification conditions which an applicant must meet in order to be considered:**

- having a stipulated minimum B-BBEE 1-2 status level of contributor.

**Tender documents may be downloaded from the HDA website from Monday 12 of November 2018.**

**Technical queries relating to the tender may be addressed to:**

Jacob.Rapasa@thehda.co.za while SCM queries may be addressed to Jane.Mahlangu@thehda.co.za.

**The closing time and date for submission of contract no. HDA/JHB/2018/017 is 11:00 on 03 December 2018. Telegraphic, telephonic, telex, facsimile, e-mail and late proposal submissions will not be accepted.**

**The HDA reserves the right to accept or reject any variation, deviation, tender offer or alternative tender offer and may cancel the tender process and reject all tender offers at any time before the formation of a contract.**

**The HDA will not incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon request to do so.**