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Riviera Office Park,  
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Riviera



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**REQUEST FOR PROPOSALS**

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**AMENDED TERMS OF REFERENCE FOR THE APPOINTMENT OF A TURNKEY CONTRACTOR FOR DESIGN, CONSTRUCTION, SUPERVISION, MONITORING AND CERTIFICATION FOR INSTALLATION OF ENGINEERING SERVICES ON 1854 SITES IN ENGCOBO EXTENTION 11 WITHIN THE DR AB XUMA LOCAL MUNICIPALITY (FORMER ENGCOBO LOCAL MUNICIPALITY), EASTERN CAPE**

**HDA/EC/2022/016**

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**PROPOSALS TO BE SUBMITTED BY**

**NOT LATER THAN**

**11H00 ON 22 NOVEMBER 2022**

## 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. The HDA also provides project delivery services in the form of planning, capacity support and capability, and project management and works on projects in specific areas at the request of provinces and municipalities. 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. BACKGROUND

- The Housing Development Agency was appointed to implement seven (7) housing projects within the Chris Hani District on behalf of the Eastern Cape Department of Human Settlements. These projects included the Engcobo 1854 housing project.
- A technical site assessment conducted by the HDA together with the project information sourced from ECDHS has revealed that the project has previously commenced but was stopped due to land claimants.
- The issue of land claimants has been since resolved by land reform and there is correspondence in place.
- Engineering designs are available and the current work progress on site is 17%.
- The appointed service provider needs to conduct initial assessment of the site to investigate the quality and the quantity of work completed prior to project commencement.

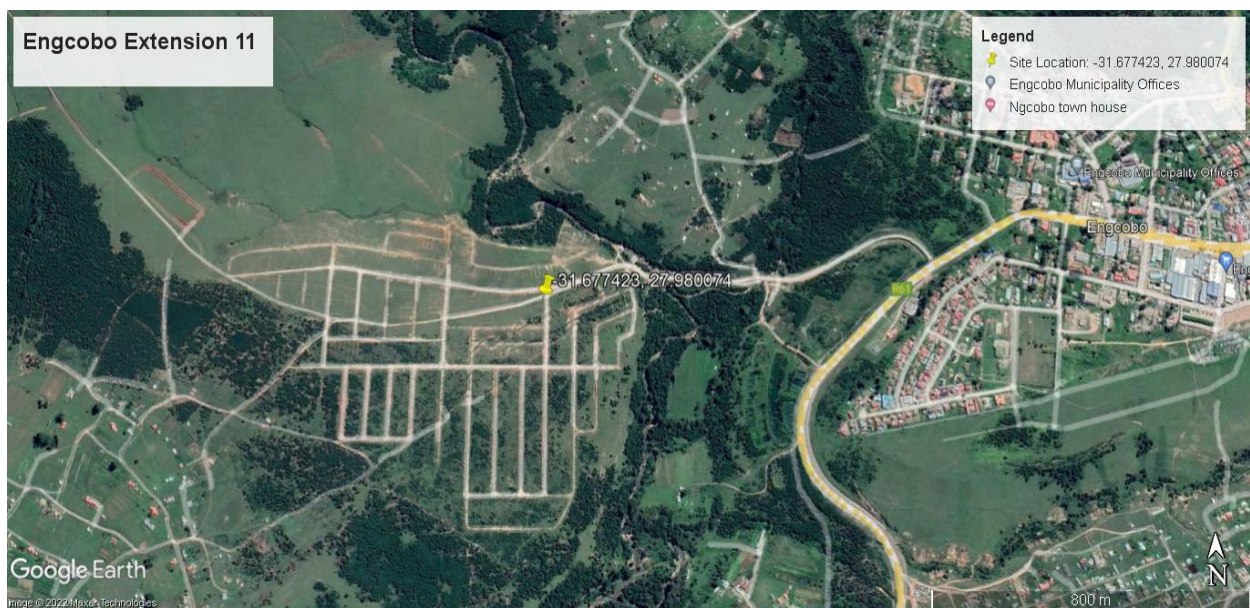
It is against this background that the HDA seeks to procure the services of an experienced turnkey contractor. The Turnkey contractor with the relevant skills will be responsible for review and updating engineering designs, building designs, construction, supervision, monitoring and certification for installation of engineering services.

The designs were completed and in 2016 some of the construction work had started in 2017 but had to stop due to unforeseen reasons. The turnkey contractor must have appropriate experience in building design, construction of services and construction supervision, monitoring, certification, and reporting. They will be expected to continue where the previous contractor left and advise on the implementation of repairs and upgrades that would need to be undertaken on the work done.

### 3. LOCATION OF THE PROJECT

The subject property is located in Engcobo town. About 500m from the R61 towards Cofimvaba. The property can be easily accessed from R61. Below is the locality map of the subject property.

Property Description	Owner	Title Deed No.	Extent (ha)
ERF 2227 (A PORTION OF ERF 1) ENGCOBO	ENLM	T6257/2005	17.0125



### 4. SCOPE OF WORKS

The project entails the review and updating of the engineering designs, construction and project management of the installation of water and sanitation on 1854 sites. Furthermore the contractor will also be responsible for the construction of the bulk infrastructure in line with the available designs. The detailed scope of work is as follows:

- Review and update drawings, detailed designs
- Prepare as-built drawings and technical sheets during implementation preparations
- Review and submit construction schedule to the HDA
- Site supervision on daily basis during installation works
- Review material submittals against tender documents and inspect material sources and materials' tests.
- Conduct testing and commissioning
- Undertake quality assurance and quality control plans and related procedures

## **5. DELIVERABLES AND OUTPUTS**

- 5.1 Reviewed and updated water and sanitation designs
- 5.2 Reviewed and advice on EIA and Geotechnical conditions
- 5.3 Progress reports and actions to meet targets, norms, and standards.
- 5.4 Monitoring and reporting on sub-contracting.
- 5.5 Updated project information.
- 5.6 Produce weekly, monthly, ad hoc, quarterly, and annual reports.
- 5.7 Accurate project financial reports.
- 5.8 Safety and environmental plans.
- 5.9 Surveying and pegging of sites (where necessary).
- 5.10 Certification of Engineering services.
- 5.11 Compilation and submission of project close-out reports.

## **6. REPORTING**

- 6.1 The service provider will be expected to have weekly site (technical) meetings, monthly strategic (progress) meetings with all the contractors / developers and Agency project managers operating within the Municipalities.
- 6.2 The successful Service Provider must produce and submit weekly and monthly reports covering:
  - 6.2.1 Minutes of workshops/meetings.
  - 6.2.2 Monthly project progress reports (milestone reporting, financial/budgetary, quality control/ assurance reporting).
  - 6.2.3 Project status reports.
  - 6.2.4 Issue risk and variation reports.
  - 6.2.5 Social facilitation reporting.
  - 6.2.6 Any specific reporting that may be required.

## **7. EVALUATION PROCESS**

The **HDA** needs to be satisfied, in all respects, that the organisation selected has the necessary resources, qualifications, experience and abilities to complete these works. All submissions are regarded in a fair manner in terms of evaluation criteria process as below.

The bidders will be evaluated in the following stages:

Stage 1:	Administrative Compliance
Stage 2:	Mandatory compliance
Stage 3:	Functionality
Stage 4:	Price & B-BBEE

The evaluation of the bids will be conducted in five (5) stages, viz. pre-qualification, administrative and mandatory compliance, technical / functionality compliance and site inspections and price & B-BBEE evaluation. In all cases, the documents submitted should be certified such certification must be original and not older than 6 months.

### **7.1 Administrative Requirements (Stage 1)**

The bidders will be assessed on the following administrative and mandatory compliance requirements as listed below:

Only tenderers who are responsive to the following responsiveness criteria are eligible to submit tenders. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:

- Valid SARS Tax PIN (SBD 2)
- Central Supplier Database Summary Report (CSD)
- Declaration of Interests (SBD 4)
- Declaration of Procurement above R10million (SBD 5)
- PPPFA Points Claim Form 2011 (SBD 6.1)
- Declaration of Bidders past SCM Practices (SBD 8)
- Certificate of Independent Bid Determination (SBD 9)
- Audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

**NB: In the case of a JV/Consortium all parties must submit individual company documents mentioned above.**

### **7.2 Mandatory Requirements (Stage 2)**

- Proof of registration with the Construction Industry Development Board (**CIDB**) as a Contractor with a **CIDB** Grading of **8CE or higher**;
- A letter of intent from a recognised financial institution for the minimum construction guarantee of 10% of the bid value
- A tenderer subcontracting a minimum of 30% to local SMME's.
- In the case of a JV/Consortium, JV/Consortium agreement signed by all parties to the agreement must be submitted.
- Certified copy of Valid Professional Indemnity Cover of the professional discipline to the value of R10 000 000.00 and above of the Engineering Firm.

**Only tenderers who meet the Mandatory requirements will be considered for the next phase of the evaluation. i.e. Technical/functionality evaluation. A tender that fails to meet the mandatory requirements stipulated above is an unacceptable tender**

### **7.3 Other Requirements**

- 7.2.1 Joint Venture or Consortium submissions are eligible
- 7.2.2 Sub-contracting and or Sub-consulting submissions are eligible
- 7.2.3 Key personnel of each professional discipline must be registered with relevant council. Certified copies of valid professional registration certificates with the following or applicable bodies for all proposed key personnel for this project;
  - Project Manager: South African Council for Project and Construction Management Profession.
  - Quantity Surveyor: South African Council for the Quantity Surveying Profession.
  - Civil Engineer: Engineering Council of South Africa
  - Health and Safety Consultant: South African Council for Project and Construction Management Profession.

**Table 2: Technical/Functional Evaluation (stage 3)**

- The HDA needs to be satisfied, in all respects, that the organisation selected has the necessary resources, qualifications and capabilities for the projects, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.
- The general methodology of selection will be that proposals will be evaluated on their technical ability to perform the task. **Any proposals scoring below 70% of the points noted in the table below will be disqualified.**

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
<b>Lead Company Profile (Attach Organogram)</b>	Company profile (s) to be submitted should be companies that have worked in the Human settlements' environment. In case of a joint venture, all companies must submit separate profiles, indicating the lead company <ul style="list-style-type: none"> <li>• 15 years and above of experience (10 points)</li> <li>• 10 - 14 years of experience (5 points)</li> </ul>	<b>10</b>
<b>Related work experience</b>	Related work of the lead company and experience in programme and project management in installation of civil services be assessed as follows;  Attach appointment letters and completion certificates for installation of civil services in the value of R30m or more. Points will be allocated as follows: 0 projects = 0 points 1 project = 5 points 2 projects = 15 points	<b>40</b>

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
	3 projects = 20 points 4 projects = 30 points 5 or more projects = 40 points	
<b>CVs of team members proposed to do the work</b>	<p>Demonstrable skills and capacity, level of relevant knowledge and experience. Adequacy and completeness of skills of team presented and fit for task.</p> <p><b>Project Engineer (15) Points</b>            Principal Engineer: Professional Engineer (Pr Eng.) or Professional Engineering Technologists (Pr Tech Eng.) in civil or structural engineering who is qualified and registered with ECSA and has PR number: verified.</p> <ul style="list-style-type: none"> <li>• 10 years' experience and above = 15 points</li> <li>• 7 - 9 years' experience = 10 points</li> <li>• 5- 6 years' experience = 5 points</li> </ul> <p><b>Project Manager (15) Points</b>            A Professional Construction Project Manager registered with SACPCMP and/or ECSA with proof of registration as follows: verified post registration.</p> <ul style="list-style-type: none"> <li>• 10 years' experience and above = 15 points</li> <li>• 7 - 9 years' experience = 10 points</li> <li>• 5- 6 years' experience = 5 points</li> </ul> <p><b>OHS Officer (5) Points</b>            registered with SACPCMP as Manager or Agent</p> <ul style="list-style-type: none"> <li>• 5 years relevant experience = 5 points</li> <li>• 3-year relevant experience = 3 points</li> </ul> <p><b>Residential Engineer (5) Points</b>            Residential Engineer Professional Engineer (Pr Eng.) or Professional Engineering Technologists (Pr Tech Eng.) in civil or structural engineering who is qualified and registered with ECSA and has PR number: verified.</p> <ul style="list-style-type: none"> <li>• 7 years' experience and above = 5 points</li> <li>• 6-year experience = 3 points</li> <li>• 5-year experience = 1 point</li> </ul>	<b>40</b>
<b>Approach, Methodology, Work Plan and Process for</b>	Clear work programme <b>(6 points)</b>  Implementation plan <b>(2 points)</b>	<b>10</b>

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
construction housing units	Allocation of resources and tasks (2 points)	
<b>TOTAL</b>		<b>100</b>

The following criteria will be used for point's allocation for price and B-BBEE compliance on an **90/10**-point system: -

## 8. TIMEFRAMES

- 8.1 The timeframes for completion of this project is **Twenty four (24) months**.
- 8.2 The project implementation will be multi-fazed, the HDA will issue an instruction to perform work for each phase subject to mutual agreements.

## 9. LOGISTICS

### 9.1 Responsible Institution

- 9.1.1 The Housing Development Agency will be responsible for the assignment. The HDA team will meet the service provider at mutually agreed times at the beginning of the assignment and for reporting.

## 10. PROPOSAL REQUIREMENTS

- 10.1 Proposals with methodology accompanied by detailed CVs of experts who will undertake and oversee the work will be submitted as annexures to the proposal.
- 10.2 The service provider must demonstrate their reputation, knowledge, and expertise in line with the terms of reference as well as submit detailed CVs and proof of valid professional registration of personnel that will be assigned to undertake the works.
- 10.3 The service provider shall ensure that its team has relevant expertise and has the necessary equipment and support to undertake the work including demonstrating having the necessary Professional Indemnity Insurance in place.
- 10.4 The service provider will adhere to agreed reporting requirements which will be outlined on the work plan.

## 11. CONTRACT

- 11.1 In addition to the letter of appointment, the appointed Service Provider shall be required to enter into an Agreement with the HDA in the form of NEC Contract

### A. Price



DESCRIPTION OF ITEM	DELIVERABLE	Price Per Deliverable
<b>REVIEW AND TAKE UP THE EXISTING DESIGNS AND DRAWINGS</b>	Provisional sum	R500 000
<b>CONSTRUCTION OF ENGINEERING SERVICES</b>	Installation of water and sanitation on 1854 stands (including house connections) – <b>See BOQ</b>	R
<b>PROJECT MANAGEMENT (10% of Construction cost)</b>	Management and supervision of the construction of water and sanitation including bulk infrastructure as per the designs	R
<b>PROJECT CLOSE</b>	Close and Documentation	R
<b>Subtotal 1</b>		<b>R</b>
ADD 10% Contingency		R
<b>Subtotal 2</b>		<b>R</b>
ADD 6% Escalation		R
<b>Subtotal 3</b>		<b>R</b>
ADD VAT		R
<b>Total OFFER</b>		<b>R</b>

This offer should be the all-inclusive price to carry-out all professional services required to be carried out, including all conceptualisation, design review and update, authorisations and documentation as well as the inclusion and payment of all sub-consulting services required for the successful planning, implementation and close-out of the installation of services on 1854 stands.

**Table 3 – Price and B-BBEE (Stage 4)**

### **B-BBEE**

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	The Detailed budget breakdown	90
B-BBEE Status Level Verification Certificate from accredited verification agencies.	B-BBEE Level Contributor	10
<b>Total</b>		<b>100</b>

## **12. PAYMENT STRUCTURE**

12.1 The HDA undertakes to pay all valid claims for work done to its satisfaction, in full, within thirty (30) days of presentation of a substantiated claim/invoice.

12.2 No payment will be made where the service provider has outstanding information / work.

## 13. GENERAL

### 13.1 Below are compulsory requirements for this service

13.1.1 It is important to note that the successful person will work under the supervision of an HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.

13.1.2 Kindly complete and submit the following:

- CSD Report
- SBD Forms (SBD4, 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 Verification Certificates issued by the following agencies SANAS, IRBA or CCA.

13.1.3 Further information regarding technical matters can be requested via email [Jerry.makofane@thehda.co.za](mailto:Jerry.makofane@thehda.co.za) or Tel: 011 544 1000

13.1.4 A request for further information regarding supply chain matters can be sent via email to: [Jerry.makofane@thehda.co.za](mailto:Jerry.makofane@thehda.co.za) or Tel: 011 544 1000

## 14. SUBMISSION OF PROPOSALS

14.1 Proposals should be submitted on or before the 22 November 2022 by no later than 11h00 to the following address:

**The Procurement Officer**  
**The Housing Development Agency**  
**1 Maxwell Drive,**  
**Megawatt Park,**  
**Sunninghill,**  
**2070**

**Tel: 011 544 1000**

14.2 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 a service provider.