

P.O. Box 3209,
Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR QUOTATIONS

Terms of Reference

**APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE A CHANGE
MANAGEMENT AND ETHICS WORKSHOP**

RFQ/JHB/2021/004

QUOTATION TO BE SUBMITTED BY

NOT LATER THAN

12H00 Thursday, 10 June 2021

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 for more information.

2. BACKGROUND

The HDA is currently undergoing various change processes that necessitates the need for the Executive team to have a thorough understanding of change management processes. The session is aimed at ensuring that Executive Committee is geared up to achieve the set targets for this financial year and drive change processes within the HDA to support the strategy.

You are requested to submit a quotation for the following proposed workshop.

3. SCOPE OF WORK

The HDA has recently undergone a great deal of organisational development and change as a result of various opportunities and reviews at all levels. These circumstances resulted in a range of internal and external processes being followed that may or may not affect the organisation.

Addressing these issues and stabilizing the organisation is critical to ensuring that the HDA is able to fulfil its strategy and mandate and provide support and services to its client base as required

The HDA is seeking highly qualified service and expert provider to undertake and provide a Change Management and Ethics workshop to the HDA Executive Committee members (Exco).

- The workshop will be over two working days.

4. REQUIREMENT

The organization would need a detailed written proposal that provides the proposed approach to a change management and Ethics workshop aligned to core skills for Executive Committee within the HDA, the workshop should be completed over two (2) days.

- A proposed delivery method for change management and Ethics workshop.

- The service provider may be required to travel and if so, the HDA will reimburse the travel costs.
- We seek to engage an initial group of 10 -20 employees representing core business and support skills in undergoing the above-mentioned workshop.
- Provide project plan and costing.

5. EVALUATION PROCESS

In order to facilitate a transparent selection process that allows equal opportunity to all bidders, the HDA has a policy for the appointment of the service providers that will adhere to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that proposals will be assessed using 80:20 formula for Price and B-BBEE as per the PPPFA:-

The following table will demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than **70** points on functionality will be set aside.

Table 1 – Evaluation Criteria

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Service providers should provide a company profile demonstrating five (5) years' or more experience in the change management and ethics	Company profile to be submitted	20
<ul style="list-style-type: none"> • CV's of the Facilitator 	Demonstrable skills and capacity, level of relevant knowledge and experience in related field/s. Minimum requirements: 1. Accredited with relevant SETA (Sector Education and Training Authority) (20) 2. Provide relevant qualifications for Training and Facilitator (15) 3. All CVs to clearly state relevant experience in related projects with contactable reference (20)	55

•The above-mentioned experience must be supported by three (3) contactable written references on the Referees' letterhead and signed by the relevant referee.	1. contactable written reference = (1 point) 2. contactable written references = (2 points) 3. contactable written references = (5 points)	5
Approach, Methodology, and Process	The assessment methods and tools used to measure the requirements for the unit standard and/or qualification are fair, valid, and reliable, and are used to enhance learning	20
TOTAL		100

- The **second stage** of evaluation will be on the 80/20 preference point system based on your quotation. Price (80 Points) and B-BBEE Points (20 Points)

Table 2 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/POINTS
Price	Detailed budget breakdown	80
BBBEE Status Level Verification Certificate from accredited verification agencies	B-BBEE Level Contributor	20
TOTAL		100

6. GENERAL

It is important to note that the successful bidder/service provider will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organisational guidelines.

Kindly submit the quotations along with the following:

- A valid tax clearance certificate or SARS Pin
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website:

- 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
- Company Summary Report, obtainable from Central Supplier Database (CSD)

Further information regarding supply chain matters, queries can be send via email to: jane.mahlangu@thehda.co.za or at tel: 011 5441000

7. TERMS AND CONDITIONS

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

No payment will be made where there is an outstanding information/work by the service provider/s.

8. SUBMISSION OF QUOTATION

8.1 Quotations should be submitted on or before the 10 June 2021 by no later than 12h00 to:

Attention: Supply Chain Management

Block A, Riviera Office Park

6-10 Riviera Road, Killarney

Johannesburg

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