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6-10 Riviera Road,
Riviera



REQUEST FOR PROPOSALS

**STRATEGIC FACILITATION AND CONCEPT DEVELOPMENT FOR
PROPOSED MINING TOWNS PARTNERSHIP ARRANGEMENTS**

RFP/JHB/2018/023

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
10 SEPTEMBER 2018 AT 12H00**

1. Introduction and Background

The Housing Development Agency (HDA) is a national public development agency that promotes sustainable communities by making well-located land and buildings available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and buildings and releases it for development. In addition the HDA provides project delivery support services to organs of state at local, provincial and national level.

As part of its legislative mandate, Section 7 of the Housing Development Agency Act, (Act No. 23 of 2008) requires the Agency to, amongst others, undertake any processes relating to approvals required for housing development, prepare necessary documentation for consideration and approval by the relevant authorities, monitor progress of the development of immovable property acquired for the purposes of creating sustainable human settlements.

The HDA has been appointed by the National Department of Human Settlements to assist with the Human Settlements component of the National Mining Towns Intervention. The objectives of the human settlements component of the intervention require the transformation of the mining towns through the creation of sustainable integrated human settlements.

The intervention requires the following broad thrusts:

- fast-tracking and supporting existing human settlement projects in the mining towns areas;
- identification of suitable areas of further areas of investment taking into account the human settlement conditions in the identified mining town;
- Identification of **partners for implementation**

In order to develop credible and sound partnerships arrangements, there is a need to facilitate scope and develop a clear programme approach based on policy and legal requirements and circumstances of both parties (i.e. private sector mining companies and the government).

From the onset, the partnership arrangements broadly revolve around the areas of land and transformation work:

- Land assembly;
- Infrastructure coordination and planning; and
- Project implementation

However, the HDA fully recognizes that over and above these three broad intervention areas, there are a range of other high level strategic considerations that precede these processes in order to arrive at the most practical and suitable partnership model for different parties.

2. Objectives and Scope of Works

- The HDA aims to obtain the services of a suitable expertise to conduct a strategic facilitation for
 - Public/private partnership modelling development of sustainable human settlements in mining towns
 - Scope/review existing delivery mechanism and strategy and an appropriate partnership model with the identified private sector partner.
- The facilitation shall culminate into a concept note that outlines the overall areas of cooperation and potential partnership
 - High level strategic assessment.
 - Land assembly,
 - Infrastructure planning and coordination
 - Project planning and implementation, and

The concept note should assist the HDA to proceed to, amongst other things:

- Identify credible projects for implementation (both greenfield and informal settlements upgrade)
- Develop project plan and project agreement
- Project funding and funding sources
- Project feasibility and market assessment (both mine-employees and non-mining employees)

Overall, the concept note shall form the basis of possible partnership arrangement with the identified private sector partner.

5. Methodology and Work-plan

- 5.1. In order to ensure coherence, this project shall be managed by a single entity.
- 5.2. The project plan and methodology must clearly outline and define the process plan of executing the project;
- 5.3. The service provider must outline the project plan, extent and the costs associated with the activities or tasks/personnel;
- 5.4. The service provider shall provide a workable and practical work-plan for project execution;

6. Required Expertise

The following skills and experience are required for this project:

- 6.1. Strong and demonstrable experience in housing policy
- 6.2. Strong and demonstrable experience in existing policy contribution at national level
- 6.3. Strong and demonstrable experience in mine housing strategy, planning and

implementation

- 6.4. Demonstrable recent experience of mine-worker housing strategy in the context of the mining towns programme
- 6.5. Development Planning Policy and expertise
- 6.6. Knowledge of mining infrastructure and planning

7. Reporting and Consultations

The HDA shall provide a technical expertise (Project Leader) to oversee the interface with itself and identified private sector partner.

The successful service provider shall:

- 10.1 Develop a concept note that shall serve as the basis for future cooperation and partnership potential;

Ownership and publication of deliverables – The HDA will become the owner of all data collected, reports, unique indicators tailored for use by the HDA, furnished and/or compiled by the service provider during the course of and for the purposes of executing the agreement. To the extent that copyright in any intellectual property compiled by the service provider during the course of and for purposes of the agreement vests with the service provider, such copyright will become the property of the HDA, unless otherwise agreed by the HDA in writing.

Confidentiality - information gathered and data used by the service provider shall remain confidential.

10. Duration of the Project

The facilitation is made of the following components:

- One (1) full day facilitation at a venue and time arranged by the HDA
- One (1) week duration for the preparation of facilitation framework
- Three (3) weeks duration for the development of the concept note after the workshop

11. Evaluation Process

- 13.1 In order to facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of consultants that will be adhered 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 the 80: 20 formula for Price and B-BBEE as per the PPPFA.

The following criteria will be used for point's allocation for price and B-BBEE compliance on a 80/20 point system:

a. Table 1 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company Profile	Company profile (Attach Organogram)	10
Individual team members (CVs)	<ul style="list-style-type: none"> • Qualifications in development planning/development management/Urban Design/Town Planning/Public policy (Provide proof of qualification) • Postgraduate an added advantage 	20
Experience and Knowledge in the similar projects	Previous work in: <ul style="list-style-type: none"> • Experience in housing policy (05) • Experience in existing policy contribution at national level (05) • Experience in mine housing strategy, planning and implementation (10) • Recent experience of mine-worker housing strategy in the context of the mining towns programme (20) 	40
Approach and methodology	<ul style="list-style-type: none"> • Methodology, and clear understanding of information to be collected and the rationale thereof (15) • Facilitation of housing strategy in the public sector and private sector, specifically mine housing strategy (15) 	30
Total		100

13.2. The following criteria will be used for point's allocation for price and B-BBEE compliance on a 80/20 point system:-

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

The HDA proposal will be evaluated as per PPPFA regulations.

14. Terms and Conditions

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

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

15. Submission of proposals

Proposal should be submitted in a sealed envelope clearly marked “**Strategic Facilitation And Concept Development For Proposed Mining Towns Partnership Arrangements**” RFP/JHB/2018/023 and deposited in a tender box on or before the 10th of **September 2018**, not later than **12H00** to the following address:

Attention: Procurement Officer
Block A, Riviera Office Park
6-10 Riviera Road
Killarney, Johannesburg

- 15.1. Further information regarding technical matters can be sent via email to: Thiathu.manenzhe@thehda.co.za or simon.maluleke@thehda.co.za Tel: 011 544 1000
- 15.2. Further information regarding supply chain matters and queries can be send via email to: Nqobile.Mkhwanazi@thehda.co.za Tel: 011 544 1000

Proposals must be accompanied by:

- A company profile
- 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/>)
- 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.
- Proposal / Quotation

Failure to submit all required documents will lead to disqualification of the tender

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 consultant.