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Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR PROPOSALS

DEVELOPMENT OF MINING TOWNS IN DISTRESS BOOKLET/PUBLICATION

RFP/JHB/2018/024

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

26 OCTOBER 2018 AT 12H00

TERMS OF REFERENCE

1. INTRODUCTION

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition 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; and
- Providing technical support to mining towns.

2. OBJECTIVE AND PURPOSE OF THE PROJECT

2.1 Objectives

The main objectives of the Mining Towns in Distress Programme is to provide a credible platform through which the mining towns budget / funding can be streamlined and focused on specific outcomes in and around the mining towns. Through the development of the booklet / publication, the main aim is to articulate the state of mining towns, past and current trends and the possible future populations and dynamics of Mining Towns.

2.2 Purpose

- 2.2.1 To develop a Booklet / Publication on the Mining Towns in Distress information, through comprehensively consolidating existing data.

3. SCOPE OF WORK

- 3.1 Consolidation of existing information in the development of a Booklet / Publication that contains the following:
- Description of Mining Towns Provinces / Municipalities and its impact within the broader scope of the programme
 - Conditions of the identified Mining Towns (decline / growth mode and determine the possible future)
 - Profiles of the role players (mining companies) in the area and associated mining activities with specific reference to the remaining lifespan of the mining operations.
 - Existing plans / strategies within the mining town area (or the lack thereof- and identifying plans that are required for intervention)
- 3.2 The successful bidder should provide brief analysis and synthesis of the above trends and implications
- 3.3 Data already at the disposal of the HDA will be provided to the successful service provider upon appointment
- 3.4 Where applicable and for ease of reference the service provider should use graphic design / info-graphics

4. DELIVERABLES & OUTPUTS

- 4.1 A Final Report (*Booklet/Publication comprising of Mining Towns data*)

5. MILESTONES AND TIMEFRAMES

The final report should be submitted to the HDA within a period of two (2) months from the project commencement date (to be stipulated in the appointment letter).

MILESTONE	TIMEFRAME
1: Submission of assignment implementation plan	1 week
2. Draft Report	4 weeks
3: Framing and Packaging a Stakeholder Workshop	2 weeks
3: Final Consolidated Report	2 weeks
4. Project Close Out Report	1 week
Total Estimated timeframe	2 Months

6. REQUIRED SKILLS

The service provider must demonstrate the following characteristics as an indication of its capacity and readiness to implement the assignment:

- At least 5 years' experience in the field of human settlements development (Preferably Town & Regional Planning) involvement in the mining towns in distress programme will be an added advantage.
- Graphic design skills in producing a report will also be an added advantage.
- Extensive and demonstrable experience in human settlements programme(s), of the National Housing Code
- Knowledge of the South African legislative and regulatory environment relating to human settlements, informal settlement upgrading and planning processes.
- Proven ability in effective written and oral communication and editorial skills.
- Proficiency in the use of standard word processing, web browsers, and presentation software.
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- Institutional capacity to successfully carry out an assignment of this nature
- Data analysis and interpretation skills

7. EVALUATION PROCESS

- 7.1. The HDA needs to be satisfied, in all respects, that the organisation selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process
- 7.2. The general methodology of selection will be that proposals will first 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 for the second evaluation. The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using 80/20 Price/B-BBEE formula.

Table 1 – Evaluation Criteria

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Lead Company profile (Attach Organogram)	Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company. (Profiles to be appropriate to tender subject matter).	10
CVs of team members proposed to do the work	Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience in related field/s (built environment). Preferably Town & Regional Planning Adequacy and completeness of skills of team presented and fit for task.	30
Company's related experience	Related work of the lead company and experience.	20
Approach, Methodology , Work Plan and Process	Work programme, plan and allocation of resources and tasks.	20
	Meeting deliverables and timeframes.	10
	Proposed methodology.	10
TOTAL		100

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

Table 2 – Price and B-BBEE

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 HDI proposal will be evaluated as per PPPFA regulations.

8. REQUIREMENTS

8.1 Below are compulsory requirements for this service

8.2 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.

8.3 Kindly submit the following documents:

- Registration with the National Treasury **Central Supplier Database(CSD Report)**, 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/tenders under compliance checklist.
- Price proposals on all work to be done.
- Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.

8.2 Further information regarding technical matters can be sent via an email to:

Thiathu.Manenzhe@thehda.co.za or tel: 011 544-1000

8.5 Further information regarding supply chain matters and queries can be send via email to: Nqobile.Mkhwanazi@thehda.co.za or tel: 011 544-1000

9. SUBMISSION OF PROPOSAL

Proposals should be submitted on or before the 26th of October 2018 by no later than 12h00 to the following address:

**The Procurement Officer
The Housing Development Agency,
Block A, 6-10 Riviera Road, Killarney, Johannesburg 2193,
Tel: 011 544 1000**

10. GENERAL

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 service provider.

The HDA expresses that in an event of any service provider being appointed on this job, there is no expectation that any follow up work on this project will be granted to the same service provider.