

# Invitation to Tender

The Housing Development Agency (HDA) is a national public development agency that promotes the development of sustainable communities by making well-located land and buildings available for the development of housing and 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:**

**Tender No: HDA/JHB/2018/001**

## **Appointment of a Service Provider for the Revision of the HDA Business Case, Organisational Design and Resourcing Framework**

**A bid compulsory briefing session to be held at the Housing Development Agency, Block A, Riviera Road Office Park, 6-10 Riviera Road, Killarney, Johannesburg at 10:00 on 25 May 2018.**

**NB:** Failure to attend the site briefing will result in automatic disqualification.

The physical address for collection and delivery of tender documents is: The Housing Development Agency (HDA), Block A, Riviera Road Office Park, 6-10 Riviera Road, Killarney, Johannesburg.

**Note:** The HDA will not be responsible to oversee that bids sent by courier are placed in the bid/tender box.

Tender documents may be collected during working hours (08:30 to 16:00) from 21 May 2018.

A non-refundable tender fee of R500.00 per tender document must be deposited into the HDA's bank account, as follows: First National Bank, Account No: 6221 576 8477, Branch Code: 250 655, Reference: HDA/JHB/2018/001, followed by the service provider's name. Proof of payment is required upon collection of the tender documents. No cash or cheques will be accepted by the HDA.

The assessment and evaluation of submitted proposals will undergo 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, ie 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 1-4 status level of contributor
- An EME QSE
- An EME or QSE which is at least 51% owned by black people who are women.

**Technical queries relating to the tender may be addressed to Mcezi Mnisi or Lungisa Mapuma at [Mcezi.Mnisi@thehda.co.za](mailto:Mcezi.Mnisi@thehda.co.za) or [Lungisa.Mapuma@thehda.co.za](mailto:Lungisa.Mapuma@thehda.co.za) or (011) 544-1000, while SCM queries may be addressed to Jane Mahlangu at (011) 544-1000 or [Jane.Mahlangu@thehda.co.za](mailto:Jane.Mahlangu@thehda.co.za)**

Only tenders from service providers who satisfy the criteria in the Tender Data Section of the tender document will be considered.

**The closing time and date for receipt of tenders is 11:00 on 11 June 2018. Telegraphic, telephonic, telex, facsimile, e-mail and late tender submissions will not be accepted.**

Tenders may only be submitted on the tender documentation that is issued and must be completed in full. The retyping of the tender documentation is not permitted. The original tender document and one copy must be returned.

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.

**Working for integration**