

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



REQUEST FOR PROPOSALS

**RESETTLEMENT OF RESIDENTS - RELOCATION OF SHACKS/INFORMAL TOP
STRUCTURES AS PART OF INFORMAL SETTLEMENTS UPGRADING AND
SERVICED STANDS PROGRAMME AT EKURHULENI METROPOLITAN
MUNICIPALITY GAUTENG PROVINCE**

RFP/JHB/2016/031

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
12H00 ON TUESDAY, 21 FEBRUARY 2017**

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. 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.

In Gauteng Province, the HDA has concluded an Implementation Protocol with Ekurhuleni Metropolitan Municipality to support the implementation of activities relating to Human Settlements delivery within the Metro. The task at hand is resettlement of residents in order to facilitate construction and final allocation of approved beneficiaries on serviced stands, transit camp or completed houses. In order to achieve this objective, the HDA intends to utilize services of relevantly qualified, capacitated and experienced Service Provider for the relocations in Ekurhuleni Metropolitan Municipality.

2. LOCATION

The details of the project earmarked for relocation are as follows:

Municipality	Project Name	Project Description	Number of Units
Ekurhuleni Metropolitan Municipality	Balmoral Ext 4 –TRA 3	Relocation of the households – dismantling, transporting and re-erection of informal top structures	140
	Balmoral Ext 4 -TRA 6	Relocation of the households – dismantling, transporting and re-erection of informal top structures	130
	Palm Ridge Ext 9 –Area 2	Relocation of the households – dismantling, transporting and re-erection of informal top structures	130
	Palm Ridge Ext 9-Area 4	Relocation of the households – dismantling, transporting and re-erection of informal top structures	140
Totals			540

NB; the relocation may take place within 10km radius at the maximum and relocations in other settlements may take place in phases. The allocation of contractors is at the discretion on the HDA.

NB: The Housing Development Agency (HDA) reserves the right to appoint more than one service provider per area/project.

3. SCOPE OF WORK/ TASK

This assignment will focus on relocating the households from the informal settlement to the earmarked transit area. The scope of work for a contractor shall include, but not limited to the following:

- i. draft resettlement schedule according to the given numbers for relocations and timeframes
- ii. provide experienced teams for relocation;
- iii. provide number of required trucks for relocating households;
- iv. Confirming and recording beneficiary household contents when loading and off-loading;
- v. dismantle shack/informal top structure, clearing and loading the building materials;
- vi. transporting the household contents and dismantled building materials
- vii. re-erecting informal top structure with the same building material and replacing building material where necessary;
- viii. off-loading household contents to the newly erected informal top structure/shack
- ix. the service provider is required to engage directly with beneficiaries and community alike, with the assistance of HDA and Municipality;
- x. to undertake administration, project management and reporting to the HDA and the Municipality and other relevant stakeholders.

4. METHODOLOGY

It is envisaged that the service provider will make use of secondary/existing data sources in conducting this assignment. It is the aim of the HDA to secure the services of the multidisciplinary team of service providers who possess relevant and applicable relocation management skills and related experience in the area of informal settlements upgrading and resettlement. The service provider's submission shall provide a concise methodology of the intended implementation plan taking community dynamics into consideration as well as responsible programming and a close out report. The service provider must supply a detailed project execution methodology.

This must include:

- i. A statement on how the service provider understands the requirements of this assignment.

- ii. An indicative plan of the service provider's approach, referring to the assignment milestones, resources distribution and timeframe
- iii. A clear statement of available expertise and capacity to match the requirements of this assignment.
- iv. An indication of any innovative approaches and 'value-added' initiatives that the service provider may think appropriate.

5. OUTPUTS/ DELIVERABLES

- i. submission of the work programme;
- ii. about 20 to 30 relocated households per day to formal top structure, sites or transit camp;
- iii. submission of relocated beneficiary list;
- iv. submission of progress report daily and on a weekly basis;
- v. completion and submission of project administration and project close out report in accordance with the relevant standards and procedures for professional practice, and contracted scope of work.

6. CONTRACT PERFORMANCE

The dismantling, transporting and re-erecting of the informal top structure/shacks completion timeframes will be determined by the number of shacks/informal top structures to be relocated. The project timeframe starts once the service provider has accepted the appointment letter.

7. REPORTING AND CONTRACTING

A Service Level Agreement will be entered into between the successful service provider and the HDA to manage the quality of the service. In terms of reporting, the service provider will be required to:

- i. provide the HDA Project Manager with daily and weekly status reports documenting progress of the project;
- ii. attend ad-hoc and weekly project meetings with the HDA's Project Manager;
- iii. the service provider will undertake the assignment under the direct supervision of HDA officials;

8. REQUIRED SKILLS AND EXPERIENCE

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

- i. At least 3 - 5 years' experience in the field of human settlements development with emphasis on informal settlements upgrading and relocations.
- ii. Working knowledge and proven experience in resettlements including ownership and/or access to resettlement resources
- iii. Proven experience in social facilitation / stakeholder management.
- iv. Promotion of integration-multi-sector interventions from other government departments.
- v. Knowledge of the Housing Act 107 of 1997, BNG and other related legislation, regulatory environment relating to human settlements, informal settlement upgrading.
- vi. Proven ability in effective written and oral communication.
- vii. Proficiency in the use of standard word processing, web browsers, spread sheets and presentation software.
- viii. Institutional capacity to successfully carry out an assignment of this nature.

In an event of a bid from a multi-disciplinary team, it is the responsibility of the lead consultant to appoint and manage all other sub-contractors.

9. CONTRACT

HDA shall enter into a legally binding contract with the successful bidder, in addition to the letter of appointment.

10. TECHNICAL EVALUATION CRITERIA

In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the HDA will adhere to its policy on the appointment of services providers.

The following functionality criteria will be used for evaluating the tender.

- i. The benchmark of minimum **70 points out of 100 points** on technical functionality will be the cut off to qualify for consideration.

Table 1 – Evaluation Criteria on Functionality or Technical Abilities

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	10

	Company	
Experience	Related work of the lead company, and experience.	10
	Demonstrate experience in the field of informal settlements relocations of shacks by providing the following: Reference letters with contactable details of similar projects previously completed; <ul style="list-style-type: none"> • 3 and above reference letters (30) Points • 2 reference letters (20) Points • 1 reference letter (10) Points 	30
Equipment proposed to do the work	Demonstrate equipment in the field of informal settlements relocations of shacks by providing the following: Demonstrate the number of own or to be hired trucks for relocation of 20 – 30 shacks per day; <ul style="list-style-type: none"> • 3-4 trucks (20) Points • 2 trucks (15) Points • 1 truck (10) Points 	20
Methodology & Approach	Work programme, plan and allocation of resources and tasks.	15
	Meeting deliverables and timeframes	5
	Proposed delivery methodology	10
TOTAL		100

NB: Service providers may be requested to clarify information in their proposal. This information must be supplied to HDA free of charge.

NB: Standard fixed cost of R3500.00 (All Incl.) per shack/informal top structure is applicable.

11. PAYMENT STRUCTURE

10.1 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.

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

12. GENERAL

11.1 Below are compulsory requirements for this service

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

11.1.2. Kindly complete and submit the following:

- Valid original tax clearance certificate.
- 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.**

NB: Failure to submit the above required documents will lead to automatically disqualification

11.2 Further information regarding technical matters can be sent an email to: tsokolo.monareng@thehda.co.za or Cell-phone: 0781410240.

11.2 Further information regarding supply chain matters and queries can be send via email to: jerry.makofane@thehda.co.za or tel: 011 544 1000

13. SUBMISSION OF PROPOSALS

11.1. Proposals should be submitted on or before **21 February 2017** by no later than 12h00 to the following address:

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

11.2. 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 service provider.