

P.O. Box 3209,  
Houghton, 2041  
Block B, 2<sup>nd</sup> Floor  
Megawatt Park,  
1 Maxwell Drive,  
Sunninghill



---

**REQUEST FOR QUOTATIONS**

---

**PROPERTY SIGN BOARDS**

**ERF 14443, 137 BROADLANDS ROAD, STRAND**

**RFQ/CPT/2023/003**

---

**QUOTATIONS TO BE SUBMITTED BY**

**05 MAY 2023 AT 11H00**

**RESPONSIBLE PERSON/S**

JOB TITLE	NAME
Originator/Requester	Thabiso Limpe
Responsible Manager	Thabiso Limpe
Technical Queries Nominee	Thabiso Limpe
Document Title	Property Signage boards
Reference Number	RFQ/CPT/2023/003

**AUTHOR/S**

JOB TITLE	NAME	COMMENTS
Property Officer	Dale Daniels	
Property Manager	Thabiso Limpe	

**SUBMITTED/ACCEPTED BY**

NAME	SIGNATURE	DATE
Name: Dale Daniels Job Title: Property Officer		
Name: Thabiso Limpe Job Title: Property Manager		
Name: Lucien Rakgoale Job Title: Head Land Assembly		
Name: Moses Mokhine Job Title: SCM Manager		

## Terms of Reference

Property sign boards at Erf 14443, 137 Broadlands Road, Strand, City of Cape Town Metro, Western Cape

### 1. INTRODUCTION

The Housing Development Agency (HDA) wishes to appoint a service provider to supply and install advertising sign boards (with text) that prevent unauthorised use and illegal dumping on their property at 137 Broadlands Road, Strand. The boards to be made of alternative material with minimal scrap value as the previous signage boards were stolen.

#### 1.1. Properties Details

Below is the property and the location of where advertising sign boards will be supplied and installed.

Description	Physical Address	Number of signs
Erf 14443	137 Broadlands Road, Strand, Western Cape	2

### 2. SPECIFICATION

#### 2.1. General requirements

The contractor shall,

- 2.1.1 Ensure that its team has relevant expertise and necessary equipment to undertake the work.
- 2.1.2 Ensure its labourers are equipped and wear all required personal protective equipment at all times when executing work on site, failure to do so such personnel will be dismissed from site.
- 2.1.3 Conform to the applicable standards, regulations, etc. related to the work to be executed.
- 3.1.3 Use alternative materials with minimal scrap value.
- 2.1.4 Quotations to be on submitting company letterhead.

#### 2.2. Expected deliverables

Contractor shall,

- 2.2.1 Be fully responsible for all work and services performed by its labourers
- 2.2.2 The cost to be inclusive of administration and supervision costs.
- 2.2.3 Shall provide and execute everything necessary for the work in accordance with industry standards and norms in terms, OHS Act, municipal bylaws, labour laws and any other relevant regulations,

including, but not necessarily limited to execution of work as per details on bill of quantities attached on Annexure 'A'.

### 3. EVALUATION

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 points allocation for price and B-BBEE compliance on a 80/20 point system:

**Table 1 – Price and B-BBEE**

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
SPECIFIC GOALS	SPECIFIC GOALS	20
<b>TOTAL</b>		<b>100</b>

### 4. PAYMENT STRUCTURE

The HDA will only be billed for the amount recorded in the quotation. Payment will be within thirty (30) days upon receipt of invoice and reports.

### 5. BELOW ARE COMPULSORY REQUIREMENTS FOR THIS SERVICE

- 5.1. 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 organisational guidelines.
- 5.2. 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/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.
- 5.4. Further information regarding supply chain matter and queries can be send via email to: [Naledi.Aphane@thehda.co.za](mailto:Naledi.Aphane@thehda.co.za) or at tel: **011 544 1000**.

### 6. SUBMISSION OF PROPOSALS

- 6.1. Quotations should be submitted on or before the **05 MAY 2023** by no later than **11h00** to: [Procurement@thehda.co.za](mailto:Procurement@thehda.co.za)

6.2. 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.

**ANNEXURE A**

<b>BILL OF QUANTITIES: Advertising Signs</b>					
Item	Description	Unit	Qty	Rate	Total Price
	<b>All costs must be all inclusive and shall include delivery to the site</b>	<b>Note</b>			
1	Supply and Install 0.8m L x 1.2m W and sign boards. Computer cut vinyl on 0.8mm GRP Boards (instead of steel) support on 2 x 3.1m x 75mm wood poles with 4PR 1117 clamps, nuts & bolts 2.5m high from NGL and supports to be buried 0.6m deep. 137 Broardlands Road, Strand, Western Cape  The signboards to reflect the message – “VACANT LAND, NO ILLEGAL DUMPING AND UNATHOURISED USE OF THE PROPERTY, CONTACT HOUSING DEVELOPMENT AGENCY FOR OPTIONS TO LEASE AT – 011 544 1000/holding@thehda.co.za’	Items	2		
	<b>TOTAL – (excl. VAT)</b>				
	<b>VAT</b>				
	<b>Total including VAT</b>				

# Erf 14443 Strand, City of Cape Town



Contact us at  
Land@hda.co.za



### Legend

- Search Results
- CAD Selection
- CAD Selection Only



<https://www.hda.co.za>

Printed on 14 October 2013