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



REQUEST FOR PROPOSALS

**FLOODLINE DETERMINATION FOR INFORMAL SETTLEMENTS IN MOGALAKWENA
LOCAL MUNICIPALITY. (80/20)**

RFP/LIM/2018/013

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
12H00 ON 14TH DECEMBER 2018**

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.

The Housing Development Agency (HDA) has been requested by the National Department of Human Settlements to provide programme and technical support to the respective provinces and municipalities, in respect of the “Mining towns in distress national presidential priority intervention” which aims to improve living conditions of informal settlements in mining areas across the country. In coordinating the programme, the HDA is required to coordinate NUSP activities within the prioritised mining areas, to ensure an incremental approach is adopted in the informal settlement upgrading initiative.

Mogalakwena Local Municipality, located on the western quadrant of the Limpopo province, is one of the four municipalities forming the Waterberg District Municipality. The main economic drivers of the municipality are mining and agriculture. As with various mining areas, Mogalakwena has a demographic which comprises of predominantly mine workers that earn low incomes and are migrants, and as such, informal settling proves to meet their accommodation needs with respect to affordability, locality and accessibility.

Rapid Assessments were completed for existing informal settlements within Mogalakwena Municipality as part of NUSP phase 1 support. As part of phase 2 support to the municipality, the HDA intends to appoint service providers to undertake a Flood-line Determination study for prioritized informal settlements.

2. OBJECTIVE OF THE PROJECT

The municipality has already received Phase 1 NUSP Technical Support from the HDA, in the form of a Rapid Assessment for its informal settlements. Subsequent to the assessment, a flood line determination study will be conducted as part of the second phase of support will be provided for two (2) informal settlements within Mogalakwena Municipality.

*The estimated number of households per informal settlement is contained hereto on **Annexure A**.*

3. SCOPE OF WORK

The HDA therefore intends to utilize the services of well experienced technical teams from the built environment, with experience of working in informal settlements, to conduct a flood line determination study for informal settlements as detailed in Annexure A.

A **Flood-line Determination study** will include but not be limited to:

- The delineation of wetland areas within the proposed site

- Study the catchment characteristics
- Calculating floor peaks
- Determine flood lines
- Determine the extent of developable areas through diagrammatic representation
- Provide a comprehensive flood-line report and plans / drawings

4. DELIVERABLES & OUTPUTS

The service provider is expected to produce the following deliverables:

- 1) An Inception Report indicating an implementation plan, outlining key activities against dates.
- 2) Draft Flood-line Determination report
- 3) Final Flood-line Determination report
- 4) Close-out report

5. TIMEFRAMES

The duration of the assignment should not exceed **2 months** from the date of commissioning of the contract. A progress report indicating key activities which have taken place, activities scheduled for the next period and obstacles encountered, should be submitted at intervals to be agreed with the HDA.

Key milestones and timeframe for this assignment are shown below.

MILESTONE	TIMEFRAME
1: Submission of inception report	1 week
2: Draft report	4 Weeks
3: Final report	3 weeks
Total estimated timeframe	2 months

6. PRE-QUALIFICATION CONDITIONS WHICH AN APPLICANT MUST MEET IN ORDER TO BE CONSIDERED:

- Having a stipulated minimum B-BBEE 1 status level of contributor
- An EME QSE
- An EME or QSE which is at least 51% owned by black people who are women

7. REQUIRED SKILLS

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

- At least 10 years' experience in the field of human settlements development with emphasis on participatory planning processes to inform the urban design frameworks especial in the Informal Settlements upgrading context.
- Extensive and demonstrable experience in human settlements programme(s), project design and packaging.

- Experience in tenure upgrading in informal settlements.
- Specialist studies for flood-line determination.
- 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.
- Proficiency in the use of standard word processing, web browsers, spread sheets and presentation software.
- Institutional capacity to successfully carry out an assignment of this nature.

8. EVALUATION PROCESS

- 8.1. 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
- 8.2. 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. Adequacy and completeness of skills of team presented and fit for task.	40
	Related work of the lead company and experience.	10
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
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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:
- Valid original tax clearance certificate.
 - 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.
- 8.4 Further information regarding technical matters can be sent via an email to: thando.madonsela@thehda.co.za or tel: 011 544-1000
- 8.5 Further information regarding supply chain matters and queries can be send via email to: Mxolisi.Zondo@thehda.co.za or tel: 011 544-1000

9. SUBMISSION OF PROPOSAL

Proposals should be submitted on or before the 14th Decemeber 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.

ANNEXURE A

	Informal Settlement Name	Estimated Households
2	Gapila Ext. 2/ Mountain View	150
5	Mzombane	1500
Total		1650