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/2018/015**

**ESTABLISHMENT OF A PANEL OF CATERING SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS ON AS AND WHEN REQUIRED BASIS FOR THE HDA OFFICE, 06 – 10 OFFICE PARK, RIVIERA ROAD, KILLARNEY, JOHANNESBURG**

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 downloaded from the HDA website from Monday 05th of November 2018**

The assessment and evaluation of submitted proposals will under-go 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. i.e. 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 status level of contributor
* an EME QSE

Technical queries relating to the tender may be addressed to Jeanelle Lovedale on Jeanelle.Lovedale@thehda.co.za; Tel: 011 544 1000 while SCM queries may be addressed to Nqobile Mkhwanazi on 011 544-1000 or Nqobile.Mkhwanazi@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 tender **HDA/JHB/2018/015** is **11:00 the 04th of December 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.