



<b>TO:</b>	<b>BIDDERS</b>
<b>FROM:</b>	<b>THE HDA</b>
<b>DATE:</b>	<b>26 OCTOBER 2023</b>
<b>DESCRIPTION</b>	<b>APPOINTMENT OF SERVICE PROVIDERS FOR THE PREPARATION OF DEVELOPMENT PLANS FOR SIX (6) PSHDA (PRIORITY HUMAN SETTLEMENTS AND HOUSING DEVELOPMENT AREAS) LOCATED WITHIN THE JURISDICTION OF VARIOUS MUNICIPALITIES IN THE WESTERN CAPE PROVINCE</b>
<b>TENDER NUMBER:</b>	<b>HDA/WC/2023/025</b>

<p><b>Question 1:</b> No mention is made of other professionals that would be required for the Development Plan (DP), such as urban designers, civil engineers, environmental specialists, etc. What are the requirements for other services?</p>
<p><b>Answer 1: Please refer to page 25 of the tender document</b></p>
<p><b>Question 2:</b> Please confirm that the DP will be required per municipality and not per site.</p>
<p><b>Answer 2: Development Plan is required per declared PSHDA not Municipality</b></p>
<p><b>Question 3:</b> No indication has been given on the availability of baseline information, such as contours, services, environmental sensitivity, potential number of beneficiaries, housing need, agricultural and soil viability, etc. Will these data sets be made available to the successful bidder?</p>
<p><b>Answer 3: Please refer to page 54 and Annexure 1: Scope of Work</b></p>
<p><b>Question 4:</b> Will it be required to submit the DP for statutory approval in terms of the applicable legislation?</p>
<p><b>Answer 4: Yes, the Development Plans should be adopted by council in terms of the applicable legislation The housing typologies will be shared with the winning bidder when the project commences.</b></p>
<p><b>Question 5:</b> Although mention has been made of " 3 themes", other themes may also be critical to the process such as environmental, transport, and socio-economic. What is required in terms of the other themes not listed in Annexure 1: Scope of Work.</p>
<p><b>Answer 5: Page 11 of Annexure 1: Scope of Work made mention of the above themes with explanation, i.e.</b></p> <ol style="list-style-type: none"> <li><b>1. Socio-economic features with explanation</b></li> <li><b>2. Infrastructure Development with explanation with Transportation considerations and</b></li> <li><b>3. Ecological infrastructure with explanation and this also include environmental</b></li> </ol>

**considerations.**

**Question 6:** Level of experience (p 25 of 66)

We have a number of questions in respect of the level of experience requirements.

Points are awarded for the experience of the Town Planner/ Urban Designer as well as a GIS Specialist. Can this be one and the same person or must it be two separate individuals?

**Answer 6: It must be two separate individuals**

**Question 7:** Signing of CVs

The Level of experience requirements, as set out in the TORs requires that the CVs of the team be signed dated. Can the signing and dating be done electronically?

**Answer 7: Signing and dating of CV's can be done electronically**

**Question 8:** Certification of qualifications and professional registration

Can we submit scanned documents which have been certified in the past 6 months or must the certificates be submitted with original certification?

**Answer 8: We prefer original certification however if the law permit scanned certified documents, you can still attach them.**

**Question 9:** Previous similar work done (p 26 of 66)

The points allocation differentiates between appointment letters in respect of development planning projects and Western Cape specific projects, with 20 points per category.

The Western Cape related requirements refer to "reference letters", whilst the experience category refers to "appointment letters". Should this not also be "reference letters", or do you specifically require "appointment letters?" If you require appointment letters, are order letters acceptable? One of the major municipalities in KZN for a number of years issued orders, rather than appointment letters.

**Answer 9: We specifically require appointment letters. Order letters are the same with appointment letters.**

**Reference letters are for Western Cape related experience.**

