

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



REQUEST FOR PROPOSALS

**THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE HDA WITH
INFORMATION REGARDING INFORMAL SETTLEMENTS**

RFP/JHB/2020/002

PROPOSALS TO BE SUBMITTED

BY 09 JULY 2020

NOT LATER THAN 11H00

NOTE: THERE WILL BE NO COMPULSORY BRIEFING SESSION

1. BACKGROUND AND INTRODUCTION

The Housing Development Agency (HDA) is a national public sector development agency that *inter alia* has the mandate to identify, acquire, prepare and develop suitable land for human settlements. The agency also undertakes the programme and project management for development of housing and human settlements. The HDA carries out its functions in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers and financiers. Established in 2009, by an Act of Parliament in 2008, the Agency is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

Follow us on Twitter @The_HDA and on Facebook: TheHDA.

1.1. BACKGROUND

The HDA delivery remains key in providing development solutions to government. Over the past few years, government has regularly been challenged on the level of governance of the human settlements delivery processes and related information.

The HDA has developed a spatial and supporting information data set on informal settlements in South Africa. Various institutions and departments have been using this dataset and it forms a key source for decision making in terms of service delivery.

1.2. INTRODUCTION

This information is difficult to maintain as you need specialised software and tools to track the increase or decrease of these settlements. Alternatively, one needs to appoint people to go out to the settlements and do enumeration of the households.

Informal settlements information / data is related with other data / information – vulnerability, population statistics, density etc. And together, that assist and guide decision makers to be more effective in their approach to challenges. For example, if the informal settlement and population information is aligned with points where water tanks have been placed, one will clearly see if you have addressed all the areas that require water or areas where water is in abundance.

It is also important to note that the national Department of Human Settlements (DHS) has the National Upgrading Support Programme (NUSP) in place to identify informal settlements and do the numeration of these settlements. Thus far, they have identified approximately 2674 informal settlements and some of the identified settlements could not be spatially located (mapped).

It is with this background that it is proposed that alternative sources of information on informal settlements should be identified and obtained.

The purchased information will then be used to verify and further develop, establish and maintain, with provinces and municipalities a central and national informal settlement database.

2. PURPOSE

The HDA delivery remains pivotal in providing development solutions to government and for that purpose needs a key source Service Provider to gather information which has the resources and necessary tools to assist the HDA in terms of service delivery.

It has become key to invest in an additional professional support for the HDA to ensure more accuracy in certain information focused products.

3. SCOPE OF WORK

Based on the above reflection the HDA requires a service provider that:

- Provide a complete information solution with supporting information on informal settlements:
 - Location
 - Population
 - Number of households
- Tracking of informal settlements that increase and/or decrease:
 - Spatially
 - Supporting information
- Analytical service (if required)

This information should be made available to the HDA on a monthly basis and assist with planning with regards to informal settlements.

It is important to note that informal settlements are regarded as areas where the structures are typically made of plywood, corrugated metal, sheets of plastic, and cardboard boxes.

- The spontaneous settlement often lacks adequate infrastructure, including proper sanitation, safe water supply, electricity, street drainage, or other necessities of human settlement.
- These are the autonomous, self-help housing developments created by low- and very low-income individuals and families in South Africa.
- These informal settlements are randomly found across South Africa, but usually within the Municipal boundaries of Cities or Towns, causing socio-economic friction within and outside the ever-increasing confines of the camp.
- The Service Provider should be able to identify and monitor these informal areas by running cluster algorithms on the density or proximity of each shack's distance to its neighbor.
- It would also be expected that the Service Provider monitors the expansion of the informal settlements on a monthly basis.
- Attributes like number of shacks, population estimates, and informal settlement names should be provided.

- The information should be made available in Geographic Information Systems (GIS) file format with supporting attribute information, and reflect on the property details on which these areas are established.

4. COSTING

The prospective tenders responding to this Terms of Reference (TOR) must detail the cost implications including cash flow projections for the duration of the contract (i.e. in terms of outputs and progress payments). The costs must detail professional fees and any disbursements incurred by the service provider in the execution of the project.

The total amount quoted must be inclusive of VAT at 15% of the total bid price.

5. TIMEFRAMES

This contract will be for twelve (12) months and should be concluded with a signed Service Level Agreement (SLA) by both parties in agreement. A detailed project execution plan with budget, methodology, key deliverables and timeframes must be included in the project proposal.

6. EVALUATION PROCESS

In order to facilitate a transparent selection process that allows equal opportunity to all bidders, the HDA has a policy that will be adhered to, for the appointment of service providers.

Proposals will also be evaluated in terms of the prevailing Supply Chain Management policy applicable to the HDA. The assessment and evaluation of submitted proposals will undergo 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 Preferential Procurement Policy Framework Act (PPPFA), 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.**

- a. Pre-qualification conditions which an applicant must meet in order to be considered
 - having a stipulated minimum B-BBEE 1-4 status level of contributor
 - an EME QSE
- b. Evaluation Phase
 - The evaluation of the bids will be done in a two stage process as per the requirements of Circular No.2 of 2010:
 - The **first stage** will be evaluation of bids on functionality which consist of administrative compliance, technical evaluation and presentations and

during this stage bids that did not meet the threshold for functionality will be disqualified and will not be considered for the **second stage** of evaluation (Price and B-BBEE points)

- The second stage of evaluation will be on the 80/20 preference point system
- The benchmark of minimum **70** points out of 100 points on **technical capability** will be the cut off to qualify for further evaluation
- Those that qualify will be assessed using the **80:20** formulas for Price and B-BBEE as per the PPPFA

The below criteria will be used for point's allocation for price and B-BBEE compliance on an 80/20 point system.

The technical proposals received will be evaluated out of 100 points with a threshold of 70 points (Technical Evaluation and Presentation). Only submissions that pass the technical threshold will continue on to the Financial and B-BBEE evaluation.

6.1. STAGE 1: ADMINISTRATIVE COMPLIANCE

- There will be no Compulsory Briefing Session

6.2. STAGE 2: TECHNICAL EVALUATION (70 POINTS)

- A total of points **100** is allocated for technical evaluation
- Bidders that do not a meet a minimum threshold of **70 points** during the technical evaluation shall not be considered for the next stage of evaluation which is presentation stage.

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company profile (Attach Organogram)	Company profile (s) to be submitted – reflecting who - companies (5), they have been working with or supported, reflecting on the impact (5) that they created. (And in case of a joint venture, all companies must submit separate profiles) indicating the Lead Company.	10 Points in Total
Experience and capacity of team members proposed to do the work	Demonstrable skills and Capacity (10 points) Level of Relevant Knowledge Experience (15 points) and Team capacity and fit for task (10 points). The service provider will be required to possess Development Experience: <ul style="list-style-type: none"> • Delivering projects of similar projects with State Owned Entities • Human Settlements sector • Data information 	35 Points in Total

	<ul style="list-style-type: none"> Public Finance Management 	
Related work experience	Reference letters and or appointment letters that are not older than two years on a company letterhead, signed by a duly authorised official, with contact details (phone and email)	15 Points in Total
	1-2 non-work specific testimony letter with contactable references (5 Points)	
	3-4 work specific testimony letter with contactable references (10 Points)	
	5 and above work and project-specific testimony letter with contactable references (15 Points)	
Approach, Methodology, Work Plan and Process	Work programme (5 points)	40 Points in Total
	Plan and allocation of resources and tasks (15 points)	
	Meeting deliverables and timeframes (5 points)	
	Proposed methodology (15 points)	
TOTAL		100

6.3. STAGE 3

Price (80 Points) and B-BBEE Points (20 Points)

Any Bidders who does not meet the minimum threshold of **70 points** will be eliminated and will not be considered for the next second stage of evaluation which is Price and B-BBEE.

7. GENERAL

Below are compulsory requirements for this service:

- i. It is important to note that the successful bidder/service provider will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organisational guidelines.
- ii. Kindly submit the following documents:
 - CSD Report
 - 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.

- iii. Further information regarding technical matters you may direct your queries by email to: joan.minnie@thehda.co.za or at tel: 011 544 1000, and
- iv. Further information regarding supply chain matters, queries can be send via email to: Nqobile.Mkhwanazi@thehda.co.za or at tel: 011 5441000

8. TERMS AND CONDITIONS

- 8.1. 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.
- 8.2. No payment will be made where there is an outstanding information/work by the service provider/s.

9. Proposals should be submitted on or before, but no later than 11h00 the 09 July 2020 to:

- c. Physical delivery address
Attention: **Supply Chain Management**
Housing Development Agency
6-10 Riviera Road,
Riviera Office Park, Block A
Killarney
Johannesburg

- 10. 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 any service provider.