

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



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## REQUEST FOR PROPOSAL

MOVABLE ASSETS RELOCATION FROM THE HOUSING  
DEVELOPMENT AGENCY HEAD OFFICE IN KILLARNEY TO THE  
STORAGE FACILITY LOCATED WITHIN 20 KILOMETRE RADIUS  
OF THE HEAD OFFICE  
JOHANNESBURG, GAUTENG PROVINCE

**RFP/JHB/2021/005**

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**PROPOSALS TO BE SUBMITTED BY**

**NOT LATER THAN**

**FRIDAY 11H00**

**25 JUNE 2021**

**COMPULSORY SITE BRIEFING SESSION**

**Date: 24 JUNE 2021**

**Time: 10h00**

**Venue: Block B, Riviera Office Park, 6-10 Riviera Road, Killarney**

## **TERMS OF REFERENCE**

### **1. Introduction**

The Housing Development Agency (HDA) is a national public development agency established by an Act of Parliament (Act 23 of 2008) which promotes sustainable communities by making well-located land and appropriately planned land and buildings available for the development of housing and human settlement. As an organ of state, the HDA is accountable through its Board to the Minister of Human Settlements. As its primary activity, the HDA identify, acquire, hold, develop and release state, private and communal land and releases it for development. In addition, the HDA provides project delivery support services to organs of state at local, provincial and national level. Visit [www.thehda.co.za](http://www.thehda.co.za) for more information.

### **2. Background**

The HDA is currently based in Riviera Office Park, no.6-10 Riviera road, Killarney, Johannesburg. The HDA is planning to relocate from this office space and in the process of procuring new facility to use as its Head Office. The new Head Office space will be located within 20 kilometres radius of the current location.

The movable assets used by the HDA in its current premises are to be in the meantime stored at the storage facility until the Head Office space is procured. The assets include but not limited to office, kitchen and boardroom chairs, tables, appliances, coaches, art, packed boxes, water dispensers, printers, files cabinets (wooden and steel), arts, plants, safes, etc.

In order to achieve the above objective, the HDA intends to utilise services of experienced office relocation specialist company to assist dismantling or removing, transporting, placing and storing the movable assets into the storage facility that will be indicated by the HDA upon the appointment of the bidder. The storage facility will be located within 20-kilometre radius of the current Head Office location.

### **3. Objective of the Project**

To dismantle or remove, transport, place and store the movable assets, from current HDA head office in Killarney to the storage facility and or new office that will be located within 20 kilometre of the current Head Office space. The HDA will determine the venue.

### **4. Scope of Work**

To ensure the delivery of an excellent logistic service by undertaking the following, from offices in Killarney to the storage facility located within 20 kilometres and that will be provided by the HDA upon the appointment of the bidder.

#### **4.1. Relocation of Assets:**

The scope will include, but not limited to dismantling, transportation, placing and storing the following: -

- 4.1.1. Workstations, chairs and cabinets for approximately 180 staff including Executives, receptions and boardrooms.
- 4.1.2. Kitchens, pause areas, balconies and garden furniture.
- 4.1.3. Storeroom shelving, whiteboards within boardrooms and offices, printing station equipment as well dismantled furniture within two (2) storerooms.
- 4.1.4. Appliances in kitchens, storerooms, pause areas and boardrooms.
- 4.1.5. All boxes within staff and executive workstations and offices. The staff will pack and mark all their documents in boxes with their names for ease of removal and identification.
- 4.1.6. All miscellaneous items in the storerooms that includes files, boxes, furniture, appliances, grocery inventory, etc.
- 4.1.7. All movable assets relocated need to be carefully marked to ensure that the correct workstation is tracked on the asset register.
- 4.1.8. Movement of multiple paintings and ornaments that will need special packaging.

#### **4.2. *Assets relocation report:***

- 4.2.1. The service provider will be expected to provide a report at the end of the service execution on the assets moved, their previous location on the current premises and their locations at the storage facility.
- 4.2.2. The furniture to be recorded as per their HDA asset tag. Assets with no tags to be recorded using the new and unique numbers that will be handed over to the HDA for ease of identification.

#### **5. Discussions**

- 5.1 Movable asset items to be relocated and stored need to be carefully marked and recorded to ensure that the correct workstation, furniture, appliances and documents are placed or stored and tracked on the asset register.

#### **6. Outputs and Deliverables**

- 6.1 The successful bidder will be required to execute work as stipulated in section 4 above.
- 6.2 The specialist service providers are required to provide project execution plans together with their bidding documents. Service providers are however advised to consider the required timeframe to complete the services as detailed on section 8-a herein this document.
- 6.3 The service provider is required to work overtime and over weekends.
- 6.4 Selected service provider might be invited to make a presentation of their Project Execution Plan to the HDA project steering committee.
- 6.5 The final deliverables will be to provide a report on all assets moved, and their tags and locations in the storage facility.

#### **7. Additional Information**

- 7.1. The storage facility and or new offices where the service provider is to take furniture from or to, could be setup in ground floor and first floor levels. Assets might be carried up or down from or to these floors by means of manual or mechanical assisted labour.

- 7.2. The current building in Killarney does not have any goods lifting facilities. Although the lifts might be available at the storage facility, it is not guaranteed that they may be working during the time of relocation, service providers are therefore advised to make provisions for alternative measures of lifting assets to the upper levels.
- 7.3. No upfront payment will be done. The service provider will only be paid upon completion of work.

## **8. Logistics**

### **8.1. Responsible Institution**

The Housing Development Agency will be responsible for the assignment.

### **8.2. Project Management**

The supply chain queries related to this assignment to whom all queries should be directed:

**Ms. Jennifer Monareng**

Tel: 011 544 1000

Email: [Jennifer.Monareng@thehda.co.za](mailto:Jennifer.Monareng@thehda.co.za)

### **8.3. Timeframe**

- 8.3.1. It is anticipated that the timeframe to complete this assignment is **one (1) week** including Saturday and Sunday from the date of signature of a Service Level Agreement by both parties.
- 8.3.2. The above timeframe might change based on the HDA's needs and the urgency of the work.

### **8.4. Pricing**

The service providers are required to price for the entire move of all assets, equipment and boxes from 6-10 Riviera Office Park, Killarney, Johannesburg, Gauteng to the storage facility that will be within 20-kilometre radius.

The price to be inclusive of all labour, wrapping, unwrapping, dismantling, assembling (where necessary), transportation, items recording, etc.

The price to be VAT inclusive.

## **9. Team Composition**

The service provider is advised to propose their own team composition based on the detailed scope of work and timeframe provided.

The service provider to have a relevant software, equipment, vehicles and tools required for relocation of movable assets.

## **10. Contract**

In addition to the letter of appointment, the appointed contractor shall be required to enter into a Services Level Agreement with the HDA.

## **11. Insurance**

11.1. Throughout the term of this service, the service provider shall maintain at his sole expense effective insurance covering his activities at both facilities and in transit, Worker's Compensation Insurance and general liability insurance, Unemployed Insurance Fund, and the service provider shall furnish HDA with documentation of this insurance coverage within 48 hours upon request.

11.2. The insurance required shall provide adequate protection for the service provider against damage claims that may arise from operations under this services, whether such operation be by the insured and also against any of the special hazards that may be encountered in the performance of this service.

## 12. Evaluation Process

- 12.1. 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.
- 12.2. 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 2 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING / POINTS
<b>Company profile (Attach Organogram)</b>	A company profile (s) to be submitted <ul style="list-style-type: none"> <li>• No company profile – <b>0 points</b></li> <li>• Profile not related to office relocation, logistics or movers – <b>5 points</b></li> <li>• Profile related to related to office relocation, logistics or movers – <b>10 points</b></li> </ul>	<b>10</b>
<b>Organisational Capacity and Experience</b>	Related work and experience in fields related to office relocation, logistics or movers.	<b>10</b>
	Demonstrable skills and capacity, level of relevant knowledge and experience: Availability of resources (equipment, tools, systems and skills of team) for execution of services in the prescribed scope framework. Provide a list of available resources. - <b>20 Points.</b>	<b>20</b>
	Proof of completed related and <b>contactable</b> appointment letters or Purchase Orders, <b>NOT reference letters</b> (attach copies of appointment letters).	<b>20</b>

CRITERIA	SUB-CRITERIA	WEIGHTING / POINTS
	<ul style="list-style-type: none"> <li>1 appointment letter: <b>5 points</b></li> <li>2 appointment letters: <b>10 points</b></li> <li>3 appointment letters: <b>20 points</b></li> </ul>	
<b>Approach, Methodology, Work Plan and Process</b>	Describe how the service provider's team will complete the scope of work including; <ul style="list-style-type: none"> <li>Detailed work programme, plan and allocation of resources and tasks.</li> <li>Meeting deliverables and timeframes.</li> <li>Contingency plan in case of damages during relocation (in addition to insurance).</li> </ul>	<b>10</b>  <b>20</b>  <b>10</b>
<b>TOTAL</b>		<b>100</b>

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

**Table 3 – Price and B-BBEE**

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
<b>TOTAL</b>		<b>100</b>

### 13. General

**Below are compulsory requirements for this service**

13.1. There will be a compulsory site briefing meeting for this service, to be held on the **24 of June 2021 at 11h00am at Block B, Riviera Office Park, 6-10 Riviera Road, Killarney, Johannesburg Gauteng Province.**



- 13.2. It is important to note that companies quote for the correct item listed on the attached schedule.
- 13.3. Kindly submit the following documents:
- 13.4. Valid original tax clearance certificate.
- 13.5. 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.
- 13.6. Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.
  
- 13.7. Further information regarding supply chain matter and queries can be send via email to: [jennifer.monareng@thehda.co.za](mailto:jennifer.monareng@thehda.co.za) or at Tel: 011 544-1000

#### **14. Term and Conditions**

- 14.1. 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.
- 14.2. No payment will be made where there is an outstanding information/work by the service provider/s.

#### **15. Submission of Proposal**

- 15.1. Proposals should be submitted on or before the 25 June 2021 by no later than 11h00 to the following address:  
**The Procurement Manager**  
**Block A, Riviera Office Park**  
**6-10 Riviera Road, Killarney**  
**Johannesburg**
- 15.2. The selection of the qualifying bidder 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 contractor.