

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



REQUEST FOR PROPOSALS

**FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR
THE REPAIR AND RECONSTRUCTION OF ELEVEN (11)
FORMAL HOUSES ON MAPHELO STREET, SITE C,
KHAYELITSHA WITHIN THE CITY OF CAPE TOWN
LOCAL MUNICIPALITY, WESTERN CAPE PROVINCE**

RFP/CPT/2021/003

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

11H00 09 SEPTEMBER 2021

THE HOUSING DEVELOPMENT AGENCY

CONTRACT NO.: RFP/CPT/2021/003

FOR: APPOINTMENT OF CONTRACTOR FOR THE REPAIRING AND RECONSTRUCTION OF 11 FIRE DAMAGED FORMAL HOUSES ON MAPHELO STREET, SITE C, KHAYELITSHA.

SUMMARY FOR BID OPENING PURPOSES

NAME OF BIDDING ENTITY:
.....

PHYSICAL STREET ADDRESS:	POSTAL ADDRESS:

TELEPHONE NUMBER :

FAX NUMBER :

E-mail ADDRESS :

CONTRACT PRICE : R

(Amount brought forward from the Form of Offer and Acceptance) *

Signed by authorised representative of the Bidding Entity:

DATE:

Should any discrepancy occur between this figure and that stated in the Form of Offer and Acceptance, the latter shall take precedence and apply

Invitation to Tender

ADVERTISED IN:
PUBLISHING DATE:
NOTICE/REF. NO.:

THE HOUSING DEVELOPMENT AGENCY

Bids are hereby invited for the following:
THE HOUSING DEVELOPMENT AGENCY
Implementation

CONTRACT NO.: RFP/CPT/2021/003

DESCRIPTION: APPOINTMENT OF CONTRACTOR FOR THE REPAIRING AND RECONSTRUCTION OF 11 FIRE DAMAGED FORMAL HOUSES ON MAPHELO STREET, SITE C, KHAYELITSHA.

DOC. FEE: N/A

CLOSING DATE: 09 SEPTEMBER 2021

RFP/CPT/2021/003: APPOINTMENT OF CONTRACTOR FOR THE REPAIRING AND RECONSTRUCTION OF 11 FIRE DAMAGED FORMAL HOUSES ON MAPHELO STREET, SITE C, KHAYELITSHA.

Bidders must note that certain works under this Bid may only be constructed using labour-based construction methods and must limit the utilization of their permanently employed personnel to Key Personnel and all other personnel and labourers must be recruited locally

Bidders must be registered with the Construction Industry Development Board (CIDB) in a contractor grading designation determined in accordance with the sum tendered for a **2 GB class or HIGHER** of construction work.

Acceptable bids will be evaluated by using a system that awards points on the basis of **80 points** for bid price and a maximum of **20 points** for the Broad-Based Black Economic Empowerment (B-BBEE) status level of contributor.

PLEASE NOTE THAT A VALID ORIGINAL OR COPY OF A COMPANY'S TAX CLEARANCE CERTIFICATE (OR IN THE CASE OF A JOINT VENTURE, OF ALL THE PARTNERS IN THE JOINT VENTURE) MUST BE SUBMITTED WITH THE BID DOCUMENT.

Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents and supporting documents must be sealed and externally endorsed **WITH THE CONTRACT NUMBER and DESCRIPTION** and placed in **the tender box**, on the Ground Floor, Block A 6-10 Riviera Road, Riviera Office Park, Killarney, Houghton, not later than **11:00am** on 09 **THURSDAY, SEPTEMBER 2021**. Bids will be opened immediately thereafter, in public, in the Boardroom Room, Ground Floor, at above-mentioned address. **All bids shall be valid for 90 days as from the closing date of bids.**

Bids which are not received and/or deposited in **the tender box before 11:00am** on the closing date for the bid mentioned hereinbefore, **will be marked as late bids and such bids shall in terms of the SCM Policy of the Housing Development Agency (HDA), not be considered by the HDA as valid bids.**

Technical queries: Warren Marrion by email to: Warren.Marrion@thehda.co.za or at tel.: 021 481 2900

Supply Chain queries: Can be send via email to: Jane.Mahlanqu@thehda.co.za or at tel.: 011 544 1000

Bidders' attention is specifically drawn to the provisions of the bid rules which are included in the bid documents. The lowest or any bid will not necessarily be accepted and the HDA reserves the right not to consider any bid **not suitably endorsed or comprehensively completed**, as well as the right to accept a bid in whole or part. **Bids completed in pencil will be regarded as invalid bids. Bids may only be submitted on the documentation provided by the HDA**

TELEFAX OR E-MAIL BIDS ARE NOT ACCEPTABLE

RFP/CPT/2021/003

1. THE HOUSING DEVELOPMENT AGENCY (HDA)

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. Visit www.thehda.co.za for more information.

2. INTRODUCTION

The HDA, Western Cape Office was requested by the Provincial Department of Human Settlement to conduct an assessment on the extent of damages to eleven (11) formal houses that were damaged by the fire that destroyed many homes along the Taiwan Informal Settlement, Site C, Khayelitsha in January 2021.

The HDA completed a comprehensive technical conditional assessment of the 11 fire damaged formal houses which included, an estimation of the costing for the repair and completion of the houses. the HDA was then requested by the Provincial Department of Human Settlements to proceed with the appointment of a service provider to undertake the repair and completion of the damaged houses.

3. BACKGROUND

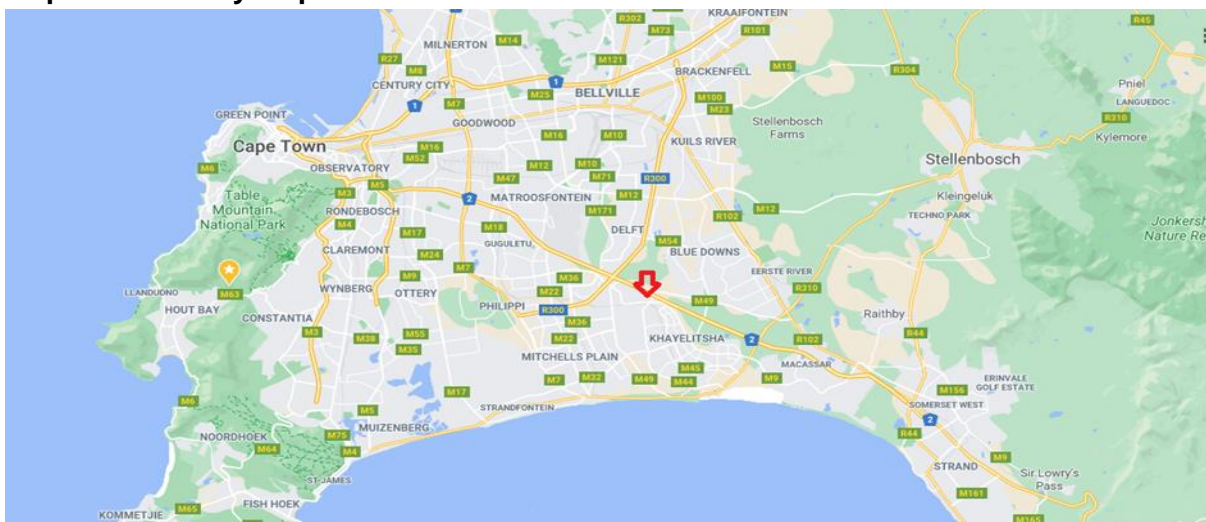
In the early hours of the new year approximately 12:15 pm on the night of 01 January 2021, the Taiwan informal settlement in Khayelitsha was ravaged by a fire that affected more than 500 residents. The cause of the fire is unknown and there were no fatalities recorded. Many of the affected residents that were accommodated in a nearby church while the site is being cleared have made their way back to the informal settlement to rebuild their homes.

Assessment undertaken post fire.

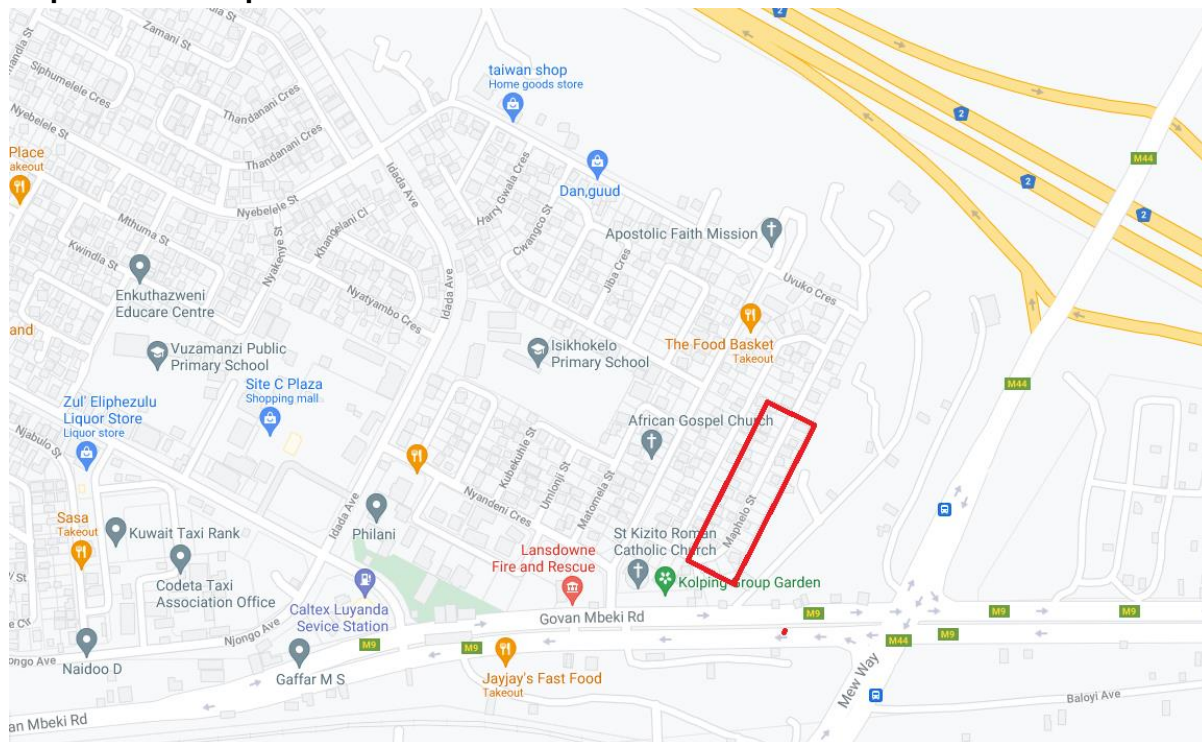
- 130 Informal structures destroyed;
- 11 Formal structures (Mostly PHP constructed houses) damaged;
- Total number of structures: 141 and +/- 564 people affected; and
- No fatalities recorded.

4. PHYSICAL LOCATIONS

Map 1: Locality Map



Map 2: Site Map



The affected houses are on Maphelo Street, Site C, Khayelitsha, the last line of houses along the informal settlement.

The houses damaged by the fire are as follows:

Table 1: List of Damaged Houses

No.	House No.	Street Name	Area
1.	D410B	Maphelo Street	Site C, Khayelitsha
2.	D411A	Maphelo Street	Site C, Khayelitsha
3.	D412A	Maphelo Street	Site C, Khayelitsha
4.	D413B	Maphelo Street	Site C, Khayelitsha
5.	D414B	Maphelo Street	Site C, Khayelitsha
6.	D415A	Maphelo Street	Site C, Khayelitsha
7.	D416A	Maphelo Street	Site C, Khayelitsha
8.	D417B	Maphelo Street	Site C, Khayelitsha
9.	D419A	Maphelo Street	Site C, Khayelitsha
10.	D420A	Maphelo Street	Site C, Khayelitsha
11.	D420B	Maphelo Street	Site C, Khayelitsha

5. SCOPE OF WORK

The successful service provider will be required to appointment an independent Structural Engineer to conduct detailed condition assessment of the damaged houses and provide a method statement for the repair of the eleven houses. Following the approval by the client (HDA) in relation to the method statement, the contractor will proceed with the repair of the damaged houses.

The service provider will have to achieve the following deliverables:

- i. Appoint an independent Structural Engineer to provide conditional assessment report including a method statement for the repair of the eleven damaged houses;
- ii. HDA approval and the recommendations of the Structural Engineer for the commencement of work;
- iii. The appointed service provider to complete the repair of the eleven formal houses as per the Structural Engineers report;
- iv. Work to be completed and verified on site by an HDA's representative. Verification to accompany the service providers invoice; and
- v. The Employer (HDA) shall not be responsible for any loss or damages incurred during the contract period for the repair and reconstruction of the 11 houses.

The successful bidder will supply and construct the Works:

- i. Applying a good standard of workmanship;
- ii. Using new and suitable material complying with relevant NHBRC and local authority specifications;
- iii. Substantially in accordance with the Design and Specifications and shall obtain prior written consent from the HDA for any material deviation from the Design and Specifications;
- iv. In compliance with the national health and safety requirements and shall report any accident to the HDA without delay; and
- v. For the duration of the project the successful tenderer shall insure and keep the Works insured in terms of all risk insurance policy.

6. SUBCONTRACTORS - SUBMISSION OF OWNERSHIP

This project forms part of the Employer's community development programme aimed at providing economic and social development to the area immediately surrounding the site.

At every opportunity the community's wellbeing will play a continuous theme in how the contract is delivered. Thus the Service Provider will espouse the principle of leaving within the community as much as possible in terms of economic spend and residual building and management skills. The contract prescribes place high emphasis on procuring resources (human and material) for training and construction from within the community. The Service Provider will involve the community continuously throughout the project. He will be assisted by his Project Liaison Officer to make contact with the community for introduction and guidance when getting established on the site. An early duty will be the process of assessing human and other resources abiding within the community.

The Contractor shall submit the names and addresses of subcontractors he employs to the duly authorised official, at the commencement of the contract and at such times during the contract as may be required. 30% of work to be allocated to local emerging SMME's

The Contractor as further advised that it is HDA policy with all its construction projects that 30% of the contract value is reserved for Community Returned Earnings (CRE) which can comprise of local SMME sub-contracting, local sourcing of materials and plant, and any other form that will be deemed adequately beneficial to the community. This will however require a CRE plan, which must be submitted by the contractor.

The main Contractor will be held responsible for the satisfactory execution of the contract. The Contractor shall be entirely responsible for the conduct and behaviour of all men engaged by him.

7. HEALTH AND SAFETY

The service provider must comply with the applicable Occupational Health and Safety Act (OHS Act), 1993 and its 2014 amendments.

Occupational Health and Safety Act (OHSACT) forms a fundamental part of the Service Provider's duties. This starts with the need to bring it into the design process, emphasise it during training and practise it during construction. Given the qualifications needed by the Service Provider's Key Staff it is a prerequisite that he is well versed in the legislated OHS requirements. The Service Provider will be expected to demonstrate this knowledge whenever possible and lead by example in the way he conducts himself, including being appropriately attired with respect to personal protective equipment and insisting the same of any visitors to the site. Learner Sub-contractors will be mentored in OHSACT and take responsibility for safety of their workers, the site and the works.

As with OSHACT, the Service Provider and the Learner Sub-contractors will be expected to include respect for the environment in all of their actions during training and construction.

8. PRICING

A price or rate **MUST** to be entered against each item in the Schedule of Quantities, whether the quantities are stated or not.

Please refer to **ANNEXURE A** for the Price Summary and Bills of Quantities

9. METHODOLOGY

The service provider must supply a detailed methodology. This must include:

- i. A statement on how the service provider understands the requirements of this assignment.
- ii. An indicative plan of the service provider's approach, referring to the assignment milestones and timeframe
- iii. A clear statement of available expertise and capacity to match the requirements of this assignment.
- iv. Details of previous experience listed.

10. PROJECT DURATION

The timeframes for completion of this project is anticipated to be the **30th November 2021**. The successful bidder shall enter into a CIDB prescribed contract agreement with the HDA, whereupon all the delivery timeframes and milestones shall be agreed upon by both parties.

11. REPORTING

- i. The methodology requires an interactive approach among all stakeholders;
- ii. The service provider will undertake the assignment under the direct supervision of HDA officials; and
- iii. The service provider will be required to submit standard weekly and monthly reports on work undertaken and targets achieved.

12. REQUIRED SKILLS AND EXPERIENCE

The service provider should among others be in possession of the following:

- i. **Principal Engineer/Agent:** Professional Engineer (Pr. Eng.) or Professional Engineering Technologists (Pr. Tech Eng.) in civil engineering discipline who is qualified and registered with ECSA, with at least 5 (five) years verifiable post registration experience.
- ii. Construction Manager/ Site Agent with a minimum of 3 years National Diploma and 3 years of working experience in any of the following fields - Quantity Surveying, Civil Engineering or Construction Management
- iii. Health and Safety Officer with a Certificate in Health and Safety and at least 2 years of working experience

13. TECHNICAL EVALUATION PROCESS

In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the HDA will adhere to its policy on the appointment of services providers.

The general methodology of selection will be the first evaluation of proposals on their technical ability to perform the task.

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.

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 an 80/20 Price/B-BBEE formula as per the PPPFA.

Table 3: 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 in the Built Environment.	10

CVs of team members proposed to do the work	<p>Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience. Adequacy and completeness of skills of team presented and fit for task.</p> <ul style="list-style-type: none"> • Qualification and experience of proposed key personnel • Principal Engineer (representative of the service provider): Professional Engineer (Pr Eng.) or Professional Engineering Technologists (Pr Tech Eng.) in civil or structural engineering who is qualified and registered with ECSA and have PR number, • 5 years' experience and above = 22 points • 4 years' experience = 10 points • 3 Years' experience = 4 points • Project Manager: Monitoring and Evaluation: • A Construction Manager and/or Civil Engineer • 3 years' experience and above = 15 points • 2 years' experience = 5 points • 1 years' experience = 3 points • Construction Health and Safety Officer: • Certificate in Occupational Health & Safety with 2 years' experience and above = 3 points • Certificate in Occupational Health & Safety with less than 2 years' experience = 1 point 	40
	<p>Related work of the lead company and specifically work experience in the Province.</p> <ul style="list-style-type: none"> • 5 Contactable references and completion certificates within Western Cape Province = 10 points • 3 Contactable references and completion certificates within Western Cape Province = 5 points • 3 Contactable references and/or completion certificates outside Western Cape Province = 3 points 	10
Approach, Methodology, Work Plan and Process	<ul style="list-style-type: none"> • Work programme, plan and allocation of resources and tasks with timeframes; work plan to be appropriate and relative to the tender subject matter and relevant timeframes = 30 points • Work programme, plan and tasks with timeframes = 15 points. • Work programme = 5 points 	30
Local Economic Development	<ul style="list-style-type: none"> • Recent municipal account and statement for both company or active directors in the Western Cape (not older than 3 months) = 10 points • Recent municipal account and statement for both company or active directors not in the Western Cape (not older than 3 months) = 5 points • Inadequate or no information submitted to determine points to be allocated = 0 points 	10
TOTAL		100

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

Table 4: Price & 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

NB: Service providers may be requested to clarify information in their proposal. This information must be supplied free of charge.

14. PAYMENT STRUCTURE

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.

No payment will be made where there is any outstanding information/work by the service provider/s.

15. GENERAL

Below are compulsory requirements for this service:

It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.

Kindly complete and submit the following:

- i. Valid original tax clearance certificate/CSD Report
- ii. SBD Forms (SBD4, SBD6.1 SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- iii. **Valid and Original or Certified B-BBEE Status Level Verification Certificates.**
- iv. Registration with **CIDB**: Minimum requirement of **2GB or Higher** will be required
- v. Compulsory registration with the NHBRC.

NB: Failure to submit the above required documents will lead to automatically disqualification

Further information regarding technical matters can be sent an email to: Warren.Marrion@thehda.co.za or at tel.: 021 481 2900

Further information regarding supply chain matters and queries can be send via email to: Jane.Mahlanqu@thehda.co.za or tel.: 011 544 1000

16. SUBMISSION OF PROPOSALS

Proposals should be submitted on or before by no later than 11h00 09 SEPTEMBER 2021 to the following address:

**The Procurement Specialist
The Housing Development Agency,
Block A, 6-10 Riviera Road, Killarney, 2193,
Tel: 011 544 1000**

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.