

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



TERMS OF REFERENCE

ESTABLISHMENT OF THE PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND MAINTENANCE OF PORTABLE TOILETS TO THE HDA, 6-10 RIVIERA OFFICE PARK, RIVIERA ROAD, KILLARNEY, ON AN ADHOC BASIS FOR A PERIOD OF THREE YEARS

RFP/JHB/2020/001

PROPOSALS TO BE SUBMITTED

NOT LATER THAN

29 JUNE 2020 AT 12H00

1. Introduction

The HDA is a national public development agency established by an Act of Parliament (Act 23 of 2008). The HDA promotes sustainable communities by making well-located land and buildings available for the development of housing and human settlements. As an organ of state, the HDA is accountable through its Board to the Minister of Human Settlements.

2. Scope of Work

To ensure the delivery of an excellent service for approximately 100 employees per day, by supplying the following to the HDA Offices:

- Equip the HDA with regular and handicap VIP portable toilets with basins;
- Deliver and remove the VIP portable toilets as and when required;
- Erect and secure the VIP portable toilets in an appropriate location;
- Include maintenance at a ratio of 250 uses before reaching capacity;
- Toilet facilities to be maintained in a hygienic manner and serviced before reaching capacity;
- Cleaning materials, chemicals and necessary equipment to maintain the toilets; and
- Take into consideration that the of hire of VIP portable toilets substitutes the water outages experienced in the neighbourhood.

3. Timeframes

Three years on an adhoc basis as and when required.

4. Equipment

The portable toilets must be in perfect condition and in accordance with the applicable regulations including those related to the environment and safety regulations. Measurements of the proposed portable toilet has to be indicated in the submission together with pictures of both the inside and outside of the portable toilet.

5. Products

Products used to service / clean the portable toilets must be:

- Environmentally friendly and bio-degradable where possible
- Suitable and comply with SABS accepted standards, among other safety, health and environmental standards
- Always the least harmful to health and the environment.
- The use of substances harmful to the environment is not permitted.

5. Technical Evaluation Criteria

- The evaluation of bids on functionality which consist of administrative compliance and technical evaluation and during this stage bids that did not meet the threshold for functionality will be disqualified.
- The benchmark of minimum **70** points out of 100 points on **technical capability** will be the cut off to qualify.

- The HDA needs to be satisfied, in all respects, that the service providers selected has the necessary resources and capabilities for the provision of services.
- The general methodology of selection will be that proposals will 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.**

Table 1 – Evaluation Criteria on Functionality or Technical Abilities

HDA APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 and Preferential Procurement Regulations, 2011.

FUNCTIONALITY: 100

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company Profile	- Submit a copy of Company Profile.	15
Quality control measures & turnaround time	- 2 hour notice will be provided prior to the need of the portable toilets (10 points) - Deliver and install portable toilets as and when required (5 points)	15
Capacity	Proof of equipment available or evidence of how portable toilets will be outsourced and delivered within a 2 hour frame. - Own equipment (10 points) Outsourced equipment (10 points)	10
Relevant experience, skills and capacity	The bidder must submit signed and dated reference letters not older than 12 months from previous and current clients for the rendering of portable toilet services. - X 3 Letters (15 points) - X 2 Letters (10 points) - X 1 Letter (5 points)	15
Quality of proposal received from the bidder	- Attach a list of cost implications for all items specified in the scope of work. (10 points)	10

Requirements	<ul style="list-style-type: none"> - Registration with the Compensation for Occupational Injuries and Diseases Act (COIDA) Certified copies must be attached to the proposal (15 points) 	15
Project plan and provision of cleaning equipment and material	<ul style="list-style-type: none"> - Provide a list of cleaning equipment, material, and consumables which complies with SABS requirements (10 points) - Attach bathroom and cleaning service checklists (10 points) 	20
		100

5. General

5.1. Below are compulsory requirements for this service

5.1.1. It is important to note that companies quote for the correct item listed on the attached schedule.

5.1.2. Kindly submit the following documents:

- Registration with the National Treasury Central Supplier Database (CSD Report), if not yet registered use the following link to register: <https://secure.csd.gov.za/>
- 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.**

5.2. Further information regarding technical matters can be sent an email to: Jeanelle.Lovedale@thehda.co.za or at tell: 011 544 1000, and

5.3. Further information regarding supply chain matter and queries can be sent via email to: Nqobile.Mkhwanazi@thehda.co.za or at tell: 011 544 1000

6. Terms and Conditions.

6.1. 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.

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

7. Submission of proposals

7.1. Proposals should be submitted on or before the **29 June 2020** by no later than **12h00** to:

Attention: **Supply Chain Management**
Block a, Riviera Road Office Park
6-10 Riviera Road, Killarney
Johannesburg

7.2. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any bid/proposal, and the HDA reserves the right not to appoint the service provider.