



Terms of Reference

**REQUEST FOR PROPOSALS
HDA SPATIAL DATA ACQUISITION
RFP/JHB/2017/024**

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON FRIDAY 22 NOVEMBER 2017

1. Introduction

- 1.1.1 The Housing Development Agency (HDA) is a national public development agency that promotes sustainable communities by making well-located land and buildings available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and buildings and releases it for development. In addition the HDA provides project delivery support services to organs of state at local, provincial and national level.
- 1.2 In setting the agenda and asserting its role in the housing continuum, the HDA has developed the Human Settlements Master Spatial Plan (MSP) in 2015 which aims to systematically change the apartheid spatial planning, and entrenched spatial patterns across all geographic scales that supports social equality and economic efficiency as well as respond to the National Development Plan (NDP) which presents a solid case for spatial transformation.
- 1.3 In addition to this, the HDA also developed GIS systems such as the Land and Property Spatial information System (LaPsis), the National Human Settlements Land Indices (NaHSLI) and the Master Spatial Plan (MSP) Dashboard. Although these systems have its individual purposes and benefits, it has one common goal, which is to inform decision-making in the human settlements sector.
- 1.4 The Geographic Information Systems (GIS) and Business Intelligence (BI) sub-programme of the Spatial Information and Analysis (SIA) programme is tasked with providing support to the continuous enhancement and maintenance of LaPsis, NaHSLI and the MSP Dashboard through geographic information systems (GIS) and data support.
- 1.5 The HDA is now seeking to appoint a professional service provider(s) that can provide the HDA with spatial data products that can inform decision-making in the human settlements sector specifically in relation to with land identification, socio-economic profiles, investment potential, growth, etc.
- 1.6 Suitably qualified, experienced and competent service providers are hereby invited to submit quotations for the above request.

2. Objective

- 2.1 The objective of the project is to provide spatial data products to the GIS sub-programme to support decision-making in one or more of the following areas:
- 2.1.1 Strategic land identification as well as the developability of land;
 - 2.1.2 Identification of well-located land for human settlements development;
 - 2.1.3 Demographic profile of current and future human settlements, which includes formal and informal residential areas, residential typology, income typologies, etc.;
 - 2.1.4 Location of current and future economic activities;
- 2.2 A cost-breakdown structure of the different dataset(s) should be provided.
- 2.3 Where applicable, the datasets should have a temporal scale that includes historical, current and future information in order to assess growth patterns.
- 2.4 The service provider will be expected to sign a service level agreement (SLA) with the HDA.

3. Scope of work

- 3.1 The service provider should have the relevant expertise and knowledge of geographic information systems (GIS), spatial analysis, knowledge of existing and historical spatial datasets, as well as expertise in remote sensing, urban planning, urban development and spatial modeling.
- 3.2 The products that are required should be an established dataset that has already been developed by the service provider and the datasets should be delivered within a week of payment. Funding will not be provided to create new products.
- 3.2.1 A proposal should be submitted to indicate how the data can be used to inform decision-making in the human settlements sector as highlighted in Section 2.1.

- 3.2.2 Service providers should indicate the scale of availability of their data (national, provincial, municipal, city-level, etc.). Preference will be provided to national datasets, because the HDA is a national agency.
 - 3.2.3 Metadata should be captured for each dataset to describe all datasets and attributes associated with the data.
 - 3.2.4 Metadata information should include but not limited to; Summary (purpose) of the dataset, dates, data processing information, limitations etc.
 - 3.2.5 Attribute field names should include field aliases for easy understanding
 - 3.2.6 Data maintenance schedules should also be included in the proposal. The service provider should also indicate how corrective measures will be taken if there are disputes in the data, as well as data limitations.
- 3.3 The service provider may be expected to present their proposal to the HDA prior to successful appointment.

4. Project Management

The project will be managed by the HDA under the leadership of the GIS Manager.

5. Deliverables

- 5.1 The dataset(s) that is required should be delivered to the HDA in ArcGIS Geodatabase format and be projected to the Hartebeeshoek 94 Geographic Coordinate System.
- 5.2 Metadata should be delivered in pdf format and attached to each dataset
- 5.3 The dataset should be delivered in ArcGIS Geodatabase format as specified above on a reliable storage medium such as DVD or external hard drive.
- 5.4 The dataset should be delivered within a week after successful appointment.

6. Evaluation criteria

- 6.1 In order to facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of service providers that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA.
- 6.2 The HDA needs to be satisfied, in all respects, that the organisation/individual 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.
- 6.3 The general methodology of selection will be based on quotations that will first be evaluated on their technical ability to perform the task. Any quotations scoring below 70% of the points noted in the table below will be disqualified for the second evaluation.
- 6.4 The second evaluation of technically competent quotations will be evaluated against Price and B-BBEE using an 80/20 Price/B-BBEE formula.
- 6.4.1 Quotations will be evaluated using the 80/20 point system, where 80 points are for functionality and price and 20 points for empowerment of historically disadvantaged individuals.
- 6.4.2 The following are the key criteria that will be taken into account by the HDA:

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company profile	Company profile, highlighting its experience in the GIS industry and its capability to deliver similar GIS products as specified.	20
CV's of team members involved in delivering the product.	Expertise of individual staff members that were involved in the creation or development of the product.	10

Understanding of the work	Provide a comprehensive portfolio of existing GIS products, with a specific focus on how the products has been developed and how it can be applied in the town planning, built-environment and related sectors.	20
References	Provide a list of contactable references of previous organisations that you have delivered similar products to.	10
Approach and methodology	A detailed project plan specifying the approach on how the product(s) can support decision-making in the human settlements sector. The approach will be assessed based on availability, number of datasets, spatial scale, temporal scale (time-series), methodology of spatial data creation, as well as attribute information.	40
TOTAL		100

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

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

7. Project Delivery

The data should be delivered within a month of appointment.

8. Briefing Session

There will be no briefing session.

9. Terms and Conditions

- 9.1 The HDA undertakes to pay substantiated invoices within thirty (30) days of submission.
- 9.2 No payment will be made where there is an outstanding information/work by the service provider/s.

10. Submission of quotations

- 10.1 The closing date for submission of proposals is on or before the **22 November 2017** by no later than 12h00.

Attention: Procurement Officer
Block A, Riviera Office Park
6-10 Riviera Road
Killarney, Johannesburg

Further information regarding technical matters can be sent an email to: hadley.remas@thehda.co.za or at tel: 011 544 1000

Further information regarding SCM matters can be sent an email to: nqobile.mkhwanazi@thehda.co.za or at tel: 011 544 1000

- 10.2 Quotations must be accompanied by:

- A company profile
- Curriculum vitae of members of the team, illustrating qualifications and experience (maximum four pages)
- A valid tax clearance certificate

- 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
- A complete cost-breakdown structure of different components in the proposal.

10.3 Failure to submit all required documents will lead to disqualification of the tender.

10.4 The selection of the qualifying quotation will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/quotation, and the HDA reserves the right not to appoint the consultant.