



REQUEST FOR PROPOSALS

LAND AUDIT ON 40 PARCELS ACROSS SOUTH AFRICA

RFP/JHB/2017/008

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN 12H00 ON THE 15 JUNE 2017

1. Introduction

- 1.1. 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 settlement. 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. Informal settlements upgrading and project management services are a particular focus of the organisation.
- 1.2. The Monitoring and evaluation unit is tasked with monitoring and tracking progress of the development of land and landed property acquired and released for the purposes of creating integrated and sustainable human settlements.
- 1.3. In order to undertake this task a land audit is required to assess the status of properties that have been acquired and released by the Housing Development Agency to the relevant municipalities for the purposes of human settlements since 2009.
- 1.4. The HDA has selected 40 properties from its Land Monitoring Register of acquired, held and released properties from different provinces across the country.
- 1.5. The HDA is seeking to appoint a suitably qualified and experienced professional service provider to provide a land audit report on each property focusing on the status of the property and the development potential of the property. Suitably qualified, experienced service providers are hereby invited to submit proposals.

2. Purpose

- 2.1 The project entails a land audit of 40 parcels of land across South Africa to establish status and development potential.

3. Scope of work

The appointed professional consultant is to:

3.1 Obtain copies of title deeds and SG diagrams for each property

3.2 Verify through physical inspection of each property and indicate its use thereof e.g. vacant land or improved (buildings or structures)

3.3 Record and report on the status of planning and zoning

3.4 Record and report on the current status of the land for e.g. Township Establishment (Settlement Formalisation)/ Land Development applications proclaimed or pending

3.5 Flag, record and report any illegal occupation/ invasion of each improved or vacant land

3.6 Make proposal on the optimal use and development potential of each property [2 pages max]

The 40 properties are located as follows:

#	Province	Municipality	Extent (ha)
1	Gauteng	Tshwane	18.748
2		Tshwane	19.3595
3		City of Jo'burg	754.9252
4	Western Cape	Cape Town	2.4814
5		Swartland	700.5669
6	Eastern Cape	Lukhanji	5.1924
7		Intsika Yethu	800.5541
8		Buffalo City	965.6779
9		Buffalo City	7.9979
10		Buffalo City Metro	271.9114
11	North West	City of Matlosana	8.0335
12		Madibeng	105.6455
13		Mahikeng	324.0117
14		Ventersdorp	295.2526
15		Rustenburg	50.1000
16		Rustenburg	207.0832
17		Tlokwe	49.7188
18		Rustenburg	2733.362
19		Rustenburg	1931.9210
20		Madibeng	918.3536

21		Madibeng	151.5901	
22	Limpopo	Greater Tzaneen	1.9424	
23		Greater Tzaneen	16.8690	
24		Mutale	28.5508	
25		Mutale	161.3157	
26		Greater Tzaneen	8.6510	
27		KwaZulu-Natal	Hibiscus Coast	2.0351
28	UMngeni		9.1000	
29	Hibiscus Coast		128.7600	
30	Abaqulusi		399.1485	
31	Abaqulusi		307.2450	
32	Free State	Metsimaholo	254.0986	
33		Mangaung	191.9655	
34		Maluti A Phofung	100.6344	
35		Mangaung Metro		26.9363
36				25.9150
37				18.8368
38				15.6036
39				50.0182
40		Northern Cape	//Khara Hais	24.2527

Note: The property description, ownership, location and mapping of each property will be provided to the awarded service provider.

4. Methodology

4.1 The project shall be managed by a single entity so that the final product is completely coherent.

4.2 The proposal should include proposed phasing options based on consultant's/firm's capacity, experience and expertise as well as an outline of stakeholders to be engaged in responding to the task.

4.3 The proposal should provide a clear project scale with specific tasks, responsibilities and proposed timeframes, including dates of submission for deliverables. Any contingencies which might affect timing should also be included.

4.4 The proposal must clearly outline the methodology that would be used and demonstrate a range of projects of the same nature that have been conducted. In this case references with contact details should be provided.

5. Project Management

5.1 The project will be managed by the HDA under the leadership of the Senior Manager: Policy, Research and Monitoring & Evaluation.

6. Deliverables / Outputs

6.1 The following deliverables are expected:

- A Final Report documenting the findings
- As part of the process of developing the report, the following milestones are expected as part of the deliverables:
 - a) Inception Report
 - b) Fact sheet findings
 - c) Draft report
 - d) Final Report with 1 consolidated infographics

6.2 All data and information collected as well as contact persons for information is to be compiled in a register in electronic and hard copy for the HDA.

6.3 Reports to be provided in Word document format with inter alia executive summary, table of contents, acronyms, list of tables and diagrams, etc.

6.4 Note that the language of the reports must be in such a manner that is accessible to provincial and municipal officials and other stakeholders working in the area.

6.5 Photos and other graphics are to be supplied separately in high resolution jpeg format.

6.6 Ownership and publication of deliverables – the HDA will become the owner of all data collected, reports, unique indicators tailored for use by the HDA, furnished and/or compiled by the service provider. To the extent that copyright in any intellectual property compiled by the service provider will become the property of the HDA, unless otherwise agreed by the HDA in writing.

6.7 Confidentiality - information gathered and data used by the service provider shall remain confidential.

7. Project Duration

7.1 The project schedule cannot go beyond 31st August 2017.

8. Evaluation

- 8.1 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 consultants that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA. It should be noted that proposals will be assessed using the 80: 20 formula for Price and B-BBEE as per the PPPFA 2017.
- 8.2 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.
- 8.3 The general methodology of selection will be based on proposals that will first be evaluated on their technical ability to perform the task. Any proposals scoring below 75% of the points noted in the table below will be disqualified for the second evaluation.
- 8.4 The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using 80/20 Price/B-BBEE formula.
- 8.4.1 Proposals 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.
 - 8.4.2 The following are the key criteria that will be taken into account by the HDA:

Table 1

CRITERIA	SUB-CRITERIA	WEIGHTING/POINTS
Experience, knowledge and skill (provide CV of project team)	<ul style="list-style-type: none"> ○ At least five years of progressively responsible professional work experience in undertaking audits of land and landed property – provide client testimonies [15 points] ○ Demonstrated experience in land assessment programmes – provide evidence [15 points] 	30
Understanding of the work	<ul style="list-style-type: none"> ○ Extensive understanding of human settlements programmes and sector at large – provide evidence [20 points] 	20
Capacity (human resource) and	<ul style="list-style-type: none"> ○ Demonstrated capacity of the firm/consultant [10 points] <ul style="list-style-type: none"> - Good coordination and team working skills [5 points] - Demonstrated ability to meet the project capability deadline [5 points] 	20
Approach and methodology	<ul style="list-style-type: none"> ○ A detailed project plan specifying the approach, methodology and the indicators of success for each deliverable [30 points] 	30
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

9. Briefing Session

9.1 There will be no briefing session.

10. Terms and Conditions

10.1 The HDA undertakes to pay in three equal payments within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

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

11. Submission of proposals

11.1 The closing date for submission of proposals is on or before the **15 June 2017** by no later than 12h00 to the following address:

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

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

11.2 Proposals must be accompanied by:

- A company profile
- Curriculum vitae of proposed members of the team, illustrating qualifications and experience (maximum four pages)
- A valid tax clearance certificate or SARS Pin
- 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
- Company Summary Report, obtainable from Central Supplier Database (CSD)

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

11.4 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 consultant.