



R E Q U E S T F O R P R O P O S A L S

LAND AUDIT ON 52 PARCELS ACROSS SOUTH AFRICA

RFP/JHB/2018/014

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
12H00 ON THE 06 JULY 2018**

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 52 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 52 parcels of land across South Africa to establish status and development potential.

3. Scope of work

The appointed professional consultant is to:

- 3.1 Verify through physical inspection of each property and indicate its use thereof e.g. vacant land or improved (buildings or structures)
- 3.2 Record and report on the status of planning and zoning
- 3.3 Record and report on the current status of the land for e.g. Township Establishment (Settlement Formalisation)/ Land Development applications proclaimed or pending
- 3.4 Flag, record and report any illegal occupation/ invasion of each improved or vacant land
- 3.5 Report on the amount of conditional grant funding spent on land acquisitions and /or land developments
- 3.6 Make proposal on the optimal use and development potential of each property [2 pages max]

The 52 properties are as follows:

#	Province	Municipality	Extent (ha)
1	Gauteng	City of Jo'burg	0.2476
2		City of Jo'burg	0.1488
3		City of Johannesburg	0.1327
4		City of Tshwane	62
5		City of Tshwane	62.3815
6		City of Tshwane	91.1375
7		Ekurhuleni	94.6
8	North West	Ditsobotla	107.2908
9		Madibeng	39.5037
10		Madibeng	
11		Madibeng	
12	Madibeng		
13	Eastern Cape	Amahlathi	465.5451
14		Amahlathi	373.12
15		Buffalo City	13.6667
16	Mpumalanga	Dr Js Moroka	19.7157
17		Steve Tshwete	128

18		Mandeni	695	
19	KwaZulu-Natal	Umhlathuze	358.4384	
20	Limpopo	Elias Motsoaledi	30.3048	
21		Elias Motsoaledi	85.6532	
22		Elias Motsoaledi	411.2491	
23		Greater Tubatse	107.2347	
24		<i>Greater Tubatse</i>	639.1746	
25		Greater Tzaneen	23.9271	
26		Modimolle	85.4961	
27		Thulamela	568.9698	
28		Northern Cape	Sol Plaatje	0.4241
29		Free State	Mangaung	40.91
30	Moqhaka		1.2275	
31	Matjabeng		2.42	
32	Mangaung		5.02	
33	Dihlabeng		0.3898	
34	Moqhaka			48.6146
35				
36				
37				
38	Dihlabeng		4.9033	
39	Moqhaka		2.0763	
40	Maluti A Phofung		293.8428	
41			259.155	
42	Maluti A Phofung		78.7311	
43	Maluti-A-Phofung		192.8371	
44	Letsemeng		223.8561	
45	Metsimaholo		4.2829	
46	Mangaung Metro		27.4832	
47	Mangaung Metro		103.7158	
48	Mangaung Metro		25.3079	
49	Mangaung Metro		24.8206	
50	Maluti A Phofung		506.7231	
51	Metsimaholo		4.2829	
52	Free State	Setsoto	7.1355	

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

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 30 November 2018.

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.

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 a 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:

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 [15 points] ○ Demonstrated experience in land assessment programmes [15 points] 	30
Understanding of the work	<ul style="list-style-type: none"> ○ Extensive understanding of human settlements programmes and sector at large [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

11.1.1 Proposals should be submitted in a sealed envelope clearly marked **land audit of 52 parcels of land across South Africa** and deposited in a tender box on or before the **06 July 2018**, not later than **12H00** to the following address:

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

- Further information regarding technical matters may be sent via email to: Karishma.Busgeeth@thehda.co.za or telephone 011 544 1000.
- Further information regarding supply chain matters and queries may be sent via email to: Thabiso.Diutlwileng@thehda.co.za or telephone 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)
- CSD registration report (registration with the **National Treasury Central Supplier Database** - HDA will verify the tax compliance status of a bidder on

CSD. If not yet registered, please use the following link to register:
<https://secure.csd.gov.za>.

- 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

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.