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REQUEST FOR QUOTATIONS

**REPAIRS AND MAINTENANCE WORKS ON ERF 4062 HOUT BAY
HOUT BAY, CITY OF CAPE TOWN METROPOLITAN, WESTERN
CAPE**

RFQ/CPT/2019/001

**QUOTATIONS TO BE SUBMITTED BY
NOT LATER THAN
12H00 NOON ON THURSDAY 08TH AUGUST 2019**

REQUEST FOR QUOTATION

Repairs and maintenance works on Erf 4062 Hout Bay, Western Cape.

RFQ/CPT/2019/001

1. INTRODUCTION

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 identify, acquire, hold, develop and release state, private and communal land and releases it for development.

As part of its processes, the HDA conducts property holding plans in order to identify and implement services and maintenance requirements to ensure the sustainability and security of the properties in possession.

2. BACKGROUND

The HDA is managing a property located on Erf 4062 on behalf of Western Cape Provincial Government. The property is a smallholding comprising of two (2) houses and one (1) servant quarters. All houses are currently not occupied, Both the houses were previously subjected to incidents of break-ins and theft and resulted into the damages of some building components that includes electrical and plumbing items.

The HDA seeks to procure the services of the contractor to do repairs and maintenance work on the houses to ensure damage is minimised and to ensure compliance with occupational health, safety and legislative requirements.

2.1. Physical Location

The property is located on Erf 4062, number 89 main Street, in Hout Bay, Western Cape and is commonly known as Hellsby farm (See Annexure 2).

3. SCOPE OF SERVICES

The HDA requires from appropriately qualified, competent, experienced and professionally registered local contractors to:

- undertake the status analyses of the property building components.
- Submit quotations for repairs and maintenance of the damaged components in line with the relevant legislative standards.

3.1. General requirements

- 3.1.1. The contractor shall ensure that its team has relevant expertise and have necessary equipment and support to undertake the work.
- 3.1.2. No upfront payment will be made to the contractor. The contractor will only be paid upon completion of work.
- 3.1.3. The contractor will be expected to issue the warranty certificate on the work done.
- 3.1.4. All new material to be used shall be of approved equal quality, colours, profiles, thickness, etc. and shall in all cases match the existing materials and shall be fixed to existing material or surfaces.

4. EXPECTED DELIVERABLES

Note: Below is to be read in conjunction with the Bill of Quantities as detailed in 'Annexure 1', SABS0400, SANS10142, SANS10254 and any relevant engineering standard.

- 4.1. Replacement of 1x damaged door (Kitchen)
- 4.2. Repair of 1x damaged garage door and mechanism.
- 4.3. Replacement of damaged and stained ceiling, cornices and cover strips.
- 4.4. Replacement of damaged security gate lock.
- 4.5. Replacement of damaged carpeting.
- 4.6. Service all doors and locks.
- 4.7. Replace broken window panes.
- 4.8. Cleaning of all houses of any debris and spillages.
- 4.9. Replacement of missing electrical lights and cables.
- 4.10. Repairs of electrical fencing.
- 4.11. Replacement of kitchen tap incl. all connections

5. EVALUATION PROCESS

Quotations will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that proposals will be assessed using the 80:20 formula for Price and B-BBEE as per the PPPFA: -

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

5.1 Table 1 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

6. GENERAL

Below are compulsory requirements for this service

- 6.1.1 There will be no site briefing meeting. Contractors are advised to visit the site at the time of their convenience in order to familiarise themselves with the site conditions (see Annexure 2).
- 6.1.2 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.
- 6.1.3 Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:
- 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/>
 - 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 issue by the following agencies SANAS, IRBA or CCA.
- CIDB Grade GB1 or higher

7. TERMS AND CONDITIONS

- 7.1. 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.
- 7.2. No payment will be made where there is an outstanding information/work by the service provider/s.

8. SUBMISSION OF PROPOSAL

- 8.1. **Proposals should be submitted on or before the 08th August 2019 by no later than 12h00 to the following address:**

Procurement@thehda.co.za

Or

The Procurement Officer

The Housing Development Agency

Block A, 6-10 Riviera Road, Killarney, 2193

Tel: 011 544 1000

- 8.2. Further information regarding technical matters can be sent an email to: siviwe.damane@thehda.co.za or at Tel: 021 4812900 and
- 8.3. Further information regarding supply chain matter and queries can be send via email to: jennifer.monareng@thehda.co.za or at Tel: 011 5441000
- 8.4. 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 service provider.

ANNEXURE 1: Bill of Quantities – Hellsby farm Hout-bay (erf 4062)

NB: The rates shall include full compensation for providing all labour, material and equipment required to carry out the work, for all preparatory work, for all additional costs to repair, re-fix, remove, cutting into, realign, taking off, temporary store, etc. and for carrying out the work scheduled in the work as new to match all existing work and/or finishing off and cleaning up when the work has been completed.

Item No.	Description	Unit	QTY	Rate Rands	Total Price Rands
A	<i>NB: All installations to be done in accordance to applicable regulations, engineering standards and specifications, i.e. SABS 0400, OHS Act, etc.</i>	Note			
C	<i>NB: Material items are inclusive of all material, profit, overheads, etc.</i>	Note			
D	<i>NB: All rates and prices on items to exclude VAT, Total VAT to be included at the bottom of the document</i>	Note			
E	<i>NB: labour costs are inclusive of any work that could be done on Sundays and public holidays. The contractor will be expected to avoid working at these non-working days.</i>	Note			
F	<i>NB: All items disconnected or removed to allow inspections or work to be done, are to be reconnected to its original positions by the contractor and any damages done will be at contractor's costs</i>	Note			
	House 1 and 2				
1.	Replacement of damaged door (External).	Each	1		
2.	Repair of damaged garage door and mechanism.	Each	1		
3.	Replacement of damaged and stained ceiling, cornices and cover strips.	M ²	10		
4.	Replacement of damaged security gate lock.	Each	1		
5.	Replacement of damaged carpeting.	M ²	12		
6.	Service all doors and locks.	Each	10		
7.	Replace broken window panes.	M ²	2		
8.	Cleaning of houses of any debris and spillages.	Each	2		
9.	Replacement of missing electrical lights and cables.	Each	10		
10.	Repairs of electrical fencing.	Each	2		
11.	Replacement of kitchen tap incl. all connections	Each	1		
	TOTAL – ALL installed & commissioned (excl. VAT)				
	VAT				
	Total including VAT				

ANNEXURE 2: LOCALITY MAP

Portion 0 of Erf 4062, Hout Bay , City of Cape Town MM: WC

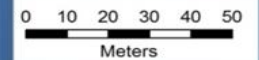


land@thehda.co.za

Erf No.	Area(Ha)
4062	3.231986

Legend

- Land Parcel
- Transport Infrastructure**
 - Main Roads
 - Railways
 - Secondary Roads
 - Streets
- Points of Interest**
 - Educational Inst
 - Medical Facilities
 - Places of Worship
 - Shopping Facilities
 - Transportation



Sources: Bar, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User community