

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



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**REQUEST FOR QUOTATION**

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**QUOTATIONS TO BE SUBMITTED BY  
NOT LATER THAN, TUESDAY  
11H00 26 OCTOBER 2021**

## **Terms of Reference**

### **1. Introduction**

The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial, and local government and municipalities, as well as with communities, developers, financiers, and other affected parties. Established in 2009, the Agency is established by an Act of Parliament in 2008 and is accountable through its board to the Minister of Human Settlements. For more information about the HDA, please visit our website: [www.thehda.co.za](http://www.thehda.co.za).

### **2. Scope of Work**

**The HDA is looking for services of a reputable photographer or photography company with the following capabilities;**

- a) Drone video & photography
- b) Aerial and outdoor photography

### **Objectives and goals of the proposal**

- Build a photographic road map to track the progress of the development of houses for the HDA
- Tell a photographic narrative of the work that the HDA does
- Capture the different Project implementation stages
- Show the human element of Human Settlements projects
- Assist the project management unit to track illegal invasion

The photographs will be utilised on various promotional/educational/information products and for GIS and mapping programmes of the HDA.

These will also be used on various platforms like, newspapers, as still in broadcast/digital channels, newsletters/annual reports, brochures, PowerPoint presentations, project reports, social media platforms, and the website and online GIS platforms.

### **Drone operator**

The Drone Operator must engage with ATNS and the following high - level requirements must be met:

- Air Service Licence (ASL), issued by the Department of Transport
- Drone operator must hold a valid SACAA / Remotely Piloted Aircraft Operator Certificate (ROC)
- Remote Pilot License (RPL) allowing pilot to operate a certain type of aircraft and within certain limitations
- RPAS Registration with the SACAA – this should be clearly marked on aircraft using black lettering against a yellow background

### **Drone flight approval**

The location of the operation is adjacent to Cape Town International Airport (South Western side) therefore the following must be met:

- advise ATNS of their intentions (include location / flying time / duration / safety precautions / etc)
- Submit flight plan (KAMU number to be in flight plan)
- Drone operator to submit request to KAMU for approval

The scope of works will cover the area as per Annexure A

### **3. Photography Image Copyrights**

- All photographs that the HDA commissions belong to the HDA and HDA has full copyrights to these.
- The HDA can give permission for the photographer to use images for Portfolio purposes but not for resale and reuse by any other party.
- The HDA requires that requests to use its photographs by any other party be done in writing to the Communications Manager.
- The condition on such requests is that all photographs must be correctly identified, and picture credits given to the photographer.

### **4. Timeframe for provision of services**

The HDA will give a brief as and when there is a need to do bulk photography

### **5. Type, quality, and format of delivery of photographs**

All photographs must be delivered in the following type and quality: NEF (Raw), JPEG, GIF, PNG and in High Resolution and Low resolution.

- Video of the entire drone flight to be edited and neatly packaged.
- Each photograph must be in landscape and portrait
- Outdoor photographs must be panoramic
- Aerial photographs must have a focal subject point

- These must be properly slugged with project name/phase and date of capture
- All photographs with people in them must be correctly slugged: Name and surname of person/people and their location and date
- Each project must have a minimum of 10 photographs from different angles (top down is preferred)
- Photographs must be delivered on external hard drive and emailed via We Transfer/Dropbox to the HDA
- All photographs must be delivered to the HDA Head office

## 6. Evaluation

In order to facilitate a transparent selection process that allows equal opportunity to all companies, the HDA has a policy for the appointment of consultants that will be adhered to. 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 point's allocation for price and B-BBEE compliance on an 80/20-point system:-

**Table 2 – Price and B-BBEE**

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

The HDA proposal will be evaluated as per PPPFA regulations.

## 7. Payment structure

Payment will be made within 30 days of receipt of goods and services

## 8. General

### 8.1 Below are compulsory requirements for this service

8.1.1 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 organisational guidelines.

8.1.2 Kindly submit the quotation together with the following:

- a valid original tax clearance certificate.
- an SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from the HDA website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.
- a **Valid and Original or Certified B-BBEE Status Level Verification Certificates** issued by the following agencies SANAS, IRBA or CCA.

**8.2 Further queries regarding technical matters can be sent by email to [Shuaib.January@thehda.co.za](mailto:Shuaib.January@thehda.co.za) or by telephone on 021 481 2900, and**

**8.3 Further queries regarding supply chain matters can be sent via email to [nontuthuzelo.pato@thehda.co.za](mailto:nontuthuzelo.pato@thehda.co.za) or by telephone on 011 544-1000.**

## **9 Terms and Conditions**

9.1 The HDA undertakes to pay in full within thirty (30) days, all valid claims for work done or product/s supplied to its satisfaction upon presentation of a substantiated claim/invoice.

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

## **10 Submission of Quotation**

10.1 Quotations should be submitted on or before the 26 October 2021 by no later than 11h00 to the following address: [procurement@thehda.co.za](mailto:procurement@thehda.co.za) and cc : [Nontuthuzelo.pato@thehda.co.za](mailto:Nontuthuzelo.pato@thehda.co.za)

10.2 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.

