

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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**SUPPLY AND DELIVERY OF CROCKERY**

**RFQ/JHB/2016/021**

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**PROPOSALS TO BE SUBMITTED BY**

**NOT LATER THAN**

**12H00 THURSDAY, 09 MARCH 2017**

**TERMS OF REFERENCE FOR REQUEST FOR QUOTATION  
SUPPLY AND DELIVERY OF CROCKERY**

**1. Introduction**

The Housing Development Agency (HDA) is a national public development agency established by an Act of Parliament (Act 23 of 2008). The HDA promotes sustainable integrated communities by making well-located land and buildings available for the development of housing and human settlements. As an organ of state, the HDA is accountable through its board to the Minister of Human Settlements. Visit [www.thehda.co.za](http://www.thehda.co.za) for more information.

**2. Scope of work**

Supply of high quality, Arctic White, porcelain boardroom crockery for the Housing Development Agency at Block A and Block B as per the schedule below.

**Kindly furnish samples/pictures of the crockery**

**3. Specification**

<b>ITEMS DESCRIPTION</b>	<b>QUANTITY</b>
Porcelain, arctic white, tea cup and saucer	60
Porcelain, arctic white, dinner plate 27.5 cm	50
Porcelain, arctic white, tea plate 19 cm	50
Porcelain, arctic white, fruit cereal bowls 12 cm	50
Porcelain, arctic white, milk jug 0.5	6
Porcelain, arctic white, china coupe mug	60
Porcelain, arctic white, round Casserole Dish 1. Litre	6
Porcelain, arctic white, round casserole dish 600 ml	6
Porcelain, arctic white, lasagne dish 1.1 ltr	4
Porcelain, arctic white, motion chip & dip 5 divisions 31 cm	6
Glass storage jars, 1 litre with clamp lids	36
Arctic White 2 tier springing trolleys	2
Coffee / Tea spoons	100
Stainless Steel Pump Action Airpot	8

<b>Hi Ball drinking glasses</b>	100
<b>Table Knives</b>	100
<b>Table Forks</b>	100
<b>Medium Cutting knives</b>	12
<b>Bread Knives</b>	12
<b>Non Slip trays</b>	8
<b>Heavy duty plastic cutting boards</b>	8
<b>Stainless Steel serving spoons</b>	8

#### 4. Evaluation

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 and it should be noted that proposals will be assessed using the 80: 20 formula for Price and BEE as per the PPPFA.

The following criteria will be used for point's allocation for price and BEE compliance on a **80/20** point system:

Table 1 – Price and BEE

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

- The HDI proposal will be evaluated as per PPPFA regulations.

#### 5. Terms and Conditions

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

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

## 6. Submission of Proposals

Proposal should be submitted in a sealed envelope clearly marked “**SUPPLY AND DELIVERY OF CROCKERY: RFQ/JHB/2016/021** and deposited in a tender box on or before the **09 MARCH 2017**, not later than **12H00** to the following address:

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

- 6.1. Further information regarding technical matters can be sent via email to: [Kate.Cooper@thehda.co.za](mailto:Kate.Cooper@thehda.co.za) or Tel: 011 544 1000
- 6.2. Further information regarding supply chain matters and queries can be send via email to: [Ephraim.Mathiba@thehda.co.za](mailto:Ephraim.Mathiba@thehda.co.za) or Tel: 011 544 1000

Proposals must be accompanied by:

- A company profile
- CSD registration report (Registration with the National Treasury **Central Supplier Database**, 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](http://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.
- Proposal / Quotation (quote all items)

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

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.

