

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



**TERMS OF REFERENCE**

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**TO SUPPLY NINTEX WORKFLOW STANDARD EDITION**

**RFQ/JHB/2020/022**

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**QUOTATIONS TO BE SUBMITTED BY**

**NOT LATER THAN**

**FRIDAY 12H00**

**30<sup>th</sup> OCTOBER 2020**

October 2020

## 1. Introduction

The HDA is a national public development agency established by an Act of Parliament (Act 23 of 2008). The HDA promotes sustainable 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.

## 2. Scope of Work

To supply and deliver Nintex Workflow Standard Edition for unlimited users for 10 workflows for 12 months

## 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 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 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
<b>TOTAL</b>		<b>100</b>

## 8. General

### 8.1. Below are compulsory requirements for this service

8.1.1. It is important to note that companies quote for the correct item listed on the attached schedule.

8.1.2. Kindly submit the following documents:

- 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](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.**

**8.2. Further information regarding technical matters can be sent an email to: [suresh.kaja@thehda.co.za](mailto:suresh.kaja@thehda.co.za) or at tel: 011 544 1000, and**

**8.3. Further information regarding supply chain matter and queries can be sent via email to: [Jennifer.Monareng@thehda.co.za](mailto:Jennifer.Monareng@thehda.co.za) or at tel: 011 544 1000**

## **9. Terms and Conditions.**

**9.1.** 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.

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

## **10. Submission of Quotation**

**10.1.** Quotations should be submitted on or before the 30<sup>TH</sup> October 2020 by no later than **12h00** to: [Procurement@thehda.co.za](mailto:Procurement@thehda.co.za)/ [Jennifer.Monareng@thehda.co.za](mailto:Jennifer.Monareng@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.