

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



---

**REQUEST FOR QUOTATION**

---

**APPOINTMENT OF A TRAINING COMPANY TO PROVIDE CYBER SECURITY  
AWARENESS TRAINING.**

**RFQ/JHB/2020/025**

---

**PROPOSALS TO BE SUBMITTED BY**

**NOT LATER THAN**

**11H00, FRIDAY**

**12 FEBRUARY 2021**

## Terms of Reference

### 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 settlements. 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.

### 2. Scope of Work

The HDA seeks to appoint a company to provide Cyber awareness training for 250 employees via MS Teams.

The following service must be rendered to the HDA;

1. Employee awareness
2. What is Cyber Security
3. What are Phishing emails
4. How to Identify scams
5. Types of hacking and scams
6. What can an employee do to better equip themselves to avoid becoming a victim
7. What impact does hacking have on the HDA and individuals?

Training must be done in groups not exceeding 25 employees via MS Teams.

NB: Please attach company Profile to your Quotation.

### 8. 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 points allocation for price and BBB-EE compliance on a 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>

The HDA proposal will be evaluated as per PPPFA regulations.

## **9. Payment structure**

Payment will be made within 30 days of receipt of the materials specified above and as per signed off proofs.

## **10. General**

### **10.1 Below are compulsory requirements for this service**

10.1.1 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 organizational guidelines.

10.1.2 Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:

- Valid original tax clearance certificate.
- 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.**

**10.2 Further information regarding technical matters can be sent by an email to: [jacob.rapasa@thehda.co.za](mailto:jacob.rapasa@thehda.co.za) or at Tel: 011 544-1000, and**

**10.3 Further information regarding supply chain matter and queries can be send via email to: [jennifer.monareng@thehda.co.za](mailto:jennifer.monareng@thehda.co.za) or at Tel: 011 544-1000**

## **11 Terms and Conditions.**

**11.1** 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.

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

## **12 Submission of Quotation**

12.1 Quotations should be submitted on or before Friday the 12<sup>th</sup> February 2021 by no later than 11h00 to the following address:

**The Procurement Officer  
The Housing Development Agency,  
Block A, 6-10 Riviera Road, Killarney, 2193,**

12.2 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.