

P.O. Box 3209,
Houghton, 2041
Block b,
Megawatt Park,
1 Maxwell Drive,
Sunninghill



REQUEST FOR QUOTATIONS

**REMOVING OF FURNITURE FROM STORAGE FACILITY, ASSEMBLING
OF FURNITURE AND MOVING THE FURNITURE FROM THE GROUND
FLOOR TO THE SECOND FLOOR USING THE GOODS LIFT**

JOHANNESBURG, GAUTENG PROVINCE

RFQ/JHB/2022/005

QUOTATIONS TO BE SUBMITTED BY

NOT LATER THAN

TUESDAY 11H00

24 JUNE 2022

COMPULSORY SITE BRIEFING SESSION

Date: 20 June 2022

Time: 10h00

Venue: Block B, Megawatt Park, 1 Maxwell Drive, Sunninghill, Johannesburg

TERMS OF REFERENCE

1. Introduction

The Housing Development Agency (HDA) is a national public development agency established by an Act of Parliament (Act 23 of 2008) which promotes sustainable communities by making well-located land and appropriately planned land and buildings available for the development of housing and human settlement. As an organ of state, the HDA is accountable through its Board to the Minister of Human Settlements. As its primary activity, the HDA identify, acquire, hold, develop and release state, private and communal land and releases it for development. In addition, the HDA provides project delivery support services to organs of state at local, provincial and national level. Visit www.thehda.co.za for more information.

2. Background

The HDA is currently based in Block B, Megawatt Park, 1 Maxwell Drive, Sunninghill, Gauteng. The HDA is planning on renovating its head office and will need some of the furniture which is currently in a storage facility. The above-mentioned storage facility is in the same building as the HDA Johannesburg.

In order to achieve the above objective, the HDA intends to utilise services of experienced office relocation specialist company to assist with removing the furniture from storage, assembling of the furniture and moving the furniture from the ground floor to the second floor using the goods lift.

3. Objective of the Project

Removing of furniture from the storage facility, assembling of furniture and moving the furniture from the ground floor to the second floor using the goods lift.

4. Scope of Work

The scope of work will include, but not limited to removing of furniture from storage facility, assembling of furniture and moving of furniture from the ground floor and to the second floor using the goods lift. The following is the list of the furniture that will need to be moved from the storage facility:

- Executive desk
- Small table
- Wall cupboard
- 3-seater leather sofa
- 1 seater leather sofa x2
- 2-seater sofa x2
- Small cupboard
- Executive boardroom table
- Boardroom tables x2
- Boardroom chairs x8

5. *Assets relocation report:*

The service provider will be expected to provide a report at the end of the service execution on the assets moved.

The furniture to be recorded as per their HDA asset tag. Assets with no tags to be recorded using the new and unique numbers that will be handed over to the HDA for ease of identification.

6. *Outputs and Deliverables*

- 6.1 The successful bidder will be required to execute work as stipulated in section 4 above.
- 6.2 The specialist service providers are required to provide project execution plans together with their bidding documents. Service providers are however advised to consider the required timeframe to complete the services as detailed on section 8-a herein this document.
- 6.3 The service provider is required to work overtime and over weekends.
- 6.4 Selected service provider might be invited to make a presentation of their Project Execution Plan to the HDA project steering committee.
- 6.5 The final deliverables will be to provide a report on all assets moved, and their tags and locations in the storage facility.

7. *Additional Information*

- 7.1. The current building in Megawatt Park has goods lift facilities
- 7.2. No upfront payment will be done. The service provider will only be paid upon completion of work.

8. Logistics

8.1. Responsible Institution

The Housing Development Agency will be responsible for the assignment.

8.2. Project Management

The supply chain queries related to this assignment to whom all queries should be directed:

Mr Njabulo Hlongwane

Tel: 011 544 1000

Email: Njabulo.Hlongwane@thehda.co.za

Requests for further information regarding technical matters can be sent to Tladi.Shai@thehda.co.za or call on (011) 544 1000

8.3. Timeframe

8.3.1. It is anticipated that the timeframe to complete this assignment is **one (1) week** including Saturday and Sunday from the date of signature of a Service Level Agreement by both parties.

8.3.2. The above timeframe might change based on the HDA's needs and the urgency of the work.

8.4. Pricing

The service providers are required to price for the move of all assets mentioned above from the ground floor of Block B Megawatt Park and to the second floor of Block B, Megawatt Park using the goods lift.

The price to be inclusive of all labour, wrapping, unwrapping, assembling (where necessary), transportation, items recording, etc.

The price to be VAT inclusive.

9. Team Composition

The service provider is advised to propose their own team composition based on the detailed scope of work and timeframe provided.

The service provider to have a relevant software, equipment, vehicles and tools required for relocation of movable assets.

10. Contract

In addition to the letter of appointment, the appointed contractor shall be required to enter into a Services Level Agreement with the HDA.

11. Insurance

- 11.1. Throughout the term of this service, the service provider shall maintain at his sole expense effective insurance covering his activities at both facilities and in transit, Worker's Compensation Insurance and general liability insurance, Unemployed Insurance Fund, and the service provider shall furnish HDA with documentation of this insurance coverage within 48 hours upon request.
- 11.2. The insurance required shall provide adequate protection for the service provider against damage claims that may arise from operations under this services, whether such operation be by the insured and also against any of the special hazards that may be encountered in the performance of this service.

12. Evaluation Process

- 12.1. The HDA needs to be satisfied, in all respects, that the organisation selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.
- 12.2. The following criteria will be used for point's allocation for price and B-BBEE compliance on an 80/20 point system:

Table 3 – 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

13. General

Below are compulsory requirements for this service

- 13.1. There will be a compulsory site briefing meeting for this service, to be held on the **20 of June 2022 at 10h00am at Block B, Megawatt Park, 1 Maxwell Drive, Sunninghill**, Gauteng Province.
- 13.2. It is important to note that companies quote for the correct item listed on the attached schedule.
- 13.3. Kindly submit the following documents:
- 13.4. Valid original tax clearance certificate.
- 13.5. SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement under compliance checklist.
- 13.6. Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.

- 13.7. Further information regarding supply chain matter and queries can be send via email to: Njabulo.Hlongwane@thehda.co.za or at Tel: 011 544-1000

14. Term and Conditions

- 14.1. 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.
- 14.2. No payment will be made where there is an outstanding information/work by the service provider/s.

15. Submission of Proposal

- 15.1. Proposals should be submitted on or before the **24 June 2022 by no later than 11h00** to the following address:

The Procurement Officer
Block B, Megawatt Park
1 Maxwell Drive, Sunninghill
Johannesburg

15.2. The selection of the qualifying bidder 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 contractor.