

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



REQUEST FOR QUOTATION

STRATEGY SESSION FACILITATION

RFQ/JHB/2022/011

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

11H00 ON FRIDAY

29 JULY 2022

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. The HDA conducts its 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 interested parties. An Act of Parliament establish the Agency, (HDA Act, Act No. 23 of 2008) and is accountable through its board to the Minister of Human Settlements.

The Objects of the Agency are to:

- (a) Identify, acquire, hold, develop and release state, communal and privately owned land for residential and community purposes and for the creation of sustainable human settlements;
- (b) Project manage housing development services for the purposes of the creation of sustainable human settlements;
- (c) Ensure and monitor that there is centrally coordinated planning and budgeting of all infrastructure required for housing development; and
- (d) Monitor the provision of all Infrastructure required for housing development.

To execute the above objects and mandate in all human settlements' programmes, the HDA amongst others, performs the following key functions:

- Project conceptualization, planning and design,
- Land acquisition, assembly, rezoning and approvals,
- Project packaging and capital raising,
- Project implementation and procurement inclusive of strategic IGR and private sector partnerships,
- Monitoring, evaluating, reporting, and accounting, and
- Property management

The Comprehensive Plan on Development of Sustainable Human Settlements (Breaking New Ground) addresses several wide-ranging measures to achieve delivery of sustainable human settlements. One of the objectives of the plan is to accelerate delivery of housing opportunities as a key strategy for poverty alleviation and to utilise the provision of human settlements as a major job creation strategy. As part of this plan and in the context of addressing inequality, poverty, and unemployment, the HDA has approved a transformation and empowerment policy to accelerate a more equitable and inclusive economy benefitting the historically marginalised individuals and enterprises.

The agency will through this policy ensure inclusive economic participation of designated groups (**women, youth, people with disabilities, and military veterans**) and will mobilize

and coordinate the participation of Black owned service providers in the rollout of major human settlements development programmes and projects that they are responsible for.

It is against this background that the HDA seeks to utilize services of suitably qualified and experienced Business Strategist & Facilitator to facilitate a Strategy Session.

2. Scope of Work

- Facilitate a 3-day Strat Plan with HDA Management Team
- Develop a detailed report
- Develop action plan and timelines

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 formulas 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 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
TOTAL		100

The HDI 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. 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 supply chain matter and queries can be send via email to: 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 the **29 July 2022** by no later than **11H00** to the following email addresses:

Procurement@thehda.co.za and cc Jennifer.Monareng@thehda.co.za

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 bid/proposal, and the HDA reserves the right not to appoint the service provider.