

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



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**REQUEST FOR QUOTATIONS**

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**PROPERTY SIGN BOARDS**

**LADYSMITH, KWAZULU NATAL PROVINCE**

**RFQ/KZN/2019/001**

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**QUOTATIONS TO BE SUBMITTED BY**

**NOT LATER THAN 12h00 ON FRIDAY 23<sup>rd</sup> AUGUST 2019**

**Terms of Reference**  
**Property sign boards in Ladysmith , Kwazulu Natal Province.**

## **1. INTRODUCTION**

The Housing Development Agency (HDA) wishes to appoint a service provider to supply and install property sign boards (with text) that prevent unauthorised use and illegal dumping on their various properties.

### **1.1. Properties Details**

Below is the list of properties and the locations where property sign boards will be supplied and installed.

<b>Description</b>	<b>Physical Address</b>	<b>Number of signs</b>
Erven 3994-4220, 4222, 4224 and 4225 Ladysmith Ext 18	Properties are located on the northeast of Ladysmith along N11	2

## **2. SPECIFICATION**

### **2.1. General requirements**

The contractor shall,

- 2.1.1 Ensure that its team has relevant expertise and necessary equipment to undertake the work.
- 2.1.2 Ensure its labourers are equipped and wear all required personal protective equipment at all times when executing work on site, failure to do so such personnel will be dismissed from site.
- 2.1.3 Conform to the applicable standards, regulations, etc. related to the work to be executed.
- 2.1.4 Quotations to be on submitting company letterhead.

### **2.2. Expected deliverables**

Contractor shall,

- 2.2.1 Be fully responsible for all work and services performed by its labourers
- 2.2.2 The cost to be inclusive of administration and supervision costs.
- 2.2.3 Shall provide and execute everything necessary for the work in accordance with industry standards and norms in terms, OHS Act, municipal bylaws, labour laws and any other relevant regulations, including, but not necessarily limited to execution of work as per details on bill of quantities attached on Annexure 'A'.

## **3. EVALUATION**

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 B-BBEE 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>

#### **4. PAYMENT STRUCTURE**

The HDA will only be billed for the amount recorded in the quotation. Payment will be within thirty (30) days upon receipt of invoice and reports.

#### **5. BELOW ARE COMPULSORY REQUIREMENTS FOR THIS SERVICE**

**5.1.** 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 organisational guidelines.

**5.2.** 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 issue by the following agencies SANAS, IRBA or CCA.

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

**5.4.** 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**.

#### **6. SUBMISSION OF PROPOSALS**

**6.1.** Quotations should be submitted on or before the **23 AUGUST 2019** by no later than **12h00** to: [Procurement@thehda.co.za](mailto:Procurement@thehda.co.za)

**6.2.** 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.

**ANNEXURE A**

<b>BILL OF QUANTITIES: Advertising Signs</b>					
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Total Price</b>
	<b>All costs must be all inclusive and shall include delivery to the site</b>	<b>Note</b>			
1	Supply and Install 1m x 0.6m and sign boards. Boards to be on a support frame 2.8m high from NGL and supports to be buried 0.6m deep. The signboards to reflect the message – NO ILLEGAL DUMPING AND UNATHOURISED USE OF THE PROPERTY, CONTACT HOUSING DEVELOPMENT AGENCY AT – 011 544 1000/holding@thehda.co.za'	Item	2		
	<b>TOTAL – (excl. VAT)</b>				
	<b>VAT</b>				
	<b>Total including VAT</b>				