

P.O. Box 3209,
Houghton, 2041
Block B, 2nd Floor
1 Maxwell Drive
Megawatt Drive
Sunninghill
Gauteng 2157



TERMS OF REFERENCE

**REQUEST FOR QUOTATION THE PROVISION OF (26) UNDERCOVER SECURE
PARKING SPACE FOR THE HOUSING DEVELOPMENT AGENCY, WESTERN CAPE, FOR
A PERIOD OF 6 (SIX) MONTHS**

HDA/CPT/2023/001

APPLICATIONS TO BE SUBMITTED BY

NOT LATER THAN

11H00 ON 17APRIL 2023

1. INTRODUCTION

The Housing Development Agency (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. The WC office is temporarily situated at 27 Wale Street, Cape Town.

2. PURPOSE

The purpose of this request for quotations is to find suitable undercover parking space for the HDA Western Cape Office. Proposals are invited for the provision of 26 undercover parking bays.

3. LOCATION OF THE UNDERCOVER PARKING

3.1 The undercover parking space must be within a 5 (five) minute walk of 27 Wale Street, Cape Town.

4. REQUIREMENTS

4.1 The parking space must have security and a secure entrance

4.2 Parking must be available 24 hours and weekends

5. LEASE REQUIREMENTS

5.1 The lease shall be on a month-to-month basis for an initial period of 6 months.

6. MANDATORY REQUIREMENTS

In order to ensure compliance with all legislation; business continuity; an operating environment that is conducive to the HDA operations as well as financial security, the following mandatory requirements will apply. Failure to comply with any of the prerequisites will result in disqualification of the bid.

6.1 The parking bays must comply with municipal by-laws, confirmation of which should be included in the proposal.

6.2 The HDA does not pay commission on agent fees.

7. EVALUATION PROCESS

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the HDA has a policy for the appointment of service providers.

Table 1 – Price and Specific Goals

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed Budget Breakdown	80
Specific Goals Status Level Verification Certificate from accredited verification agencies	Specific Goals Score Contributor	20
Total		100

8. PAYMENT STRUCTURE

- 8.1 HDA to be billed (invoiced) every month per usage (requests made).
- 8.2 The 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.
- 8.3 It is the Lessor's responsibility to provide an invoice by the 20th of each month for payment before the 7th of the following month.

9.2 Further information regarding the Tender can be sent via email to:
njabulo.hlongwane@thehda.co.za or tel: 011 544 1000.

9. SUBMISSION OF PROPOSALS

Proposals should be submitted on or before the **17 April 2023** by no later than **11h00** to the following email address: Procurement@thehda.co.za

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