



TERMS OF REFERENCE

**REQUEST FOR QUOTATIONS
ON-SITE GIS SUPPORT FOR PRIORITY HOUSING
DEVELOPMENT AREAS**

RFP/JHB/2019/006

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON FRIDAY 22 NOVEMBER 2019

1. Introduction

The Housing Development Agency (HDA) is a national public development agency that promotes sustainable communities by making well-located land and buildings available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and buildings and releases it for development. In addition, the HDA provides project delivery support services to organs of state at local, provincial and national levels.

In setting the agenda and asserting its role in the housing continuum, the HDA on behalf of the National Department of Human Settlements (NDHS) was mandated to address the management and implementation of a process to define suitable areas to be considered as Priority Housing Development Areas (PHDA's). The Housing Development Agency Act (Act 23 of 2008), under Section 7(3)(a), states that "in performing its function, the Agency may declare PHDA's for residential and community purposes in accordance with integrated development plans and provincial spatial development frameworks". With the 2019/20-2024/25 Medium Term Strategic Framework (MTSF) emphasis on declaring priority development areas (PDA's) for human settlements development, the HDA will prioritise various operational objectives in support of this target.

The Geographic Information Systems (GIS) unit in the Spatial Information, Management and Planning (SIMP) sub-programme, is providing spatial information support to all other core sub-programmes in the HDA, which includes other units in SIMP, all nine provincial offices and the Land, Programmes Planning and Design (PPD), Project Management Office (PMO) sub-programmes. Currently, the GIS unit does not have enough capacity to support various requests from its key stakeholders and therefore is not able to support the MTSF targets related to PDA's.

The HDA is now seeking to appoint a professional service provider that can provide the HDA with on-premises GIS support to provide spatial information support for PHDA's.

Suitably qualified, experienced and competent service providers are hereby invited to submit quotations for the above request.

2. Objective

- 2.1 The objective of the project is to appoint a service provider that can provide the HDA with on-premises GIS resource(s) to support PHDA related work to the MTSF target for a period of one year. The resource(s) should be suitably qualified in spatial analysis, data management, business intelligence, data visualisation and project management.

3. Scope of work

The resource(s) is expected to support the GIS unit with various internal and external requests related to the human settlements sector. Therefore, the following is required:

- 3.1 The resource(s) should have a formal qualification in GIS, remote sensing, computer science, town-planning, engineering, etc.
- 3.2 The resource(s) is expected to have a thorough working knowledge of both proprietary and open source GIS software.
- 3.3 The resource(s) should have experience in spatial analysis, automation of GIS processes, statistical analysis, data management and data visualisation.
- 3.4 The resource(s) should have working knowledge of Business Intelligence software packages.
- 3.5 The resource(s) should have good written and verbal communication skills.
- 3.6 The resource(s) should have basic knowledge of project management principles.
- 3.7 The resource(s) should have knowledge of South African spatial data sets.
- 3.8 The resource(s) should have the ability to train GIS and non-GIS professionals on technical and theoretical concepts of GIS and geography.
- 3.9 The resource(s) should be performance-oriented, work towards excellence, be accountable, be a team player and have integrity, which is in line with the HDA values.

4. Project Management

The project will be managed by the HDA under the leadership of the GIS Manager.

5. Deliverables

- 5.1 On-premises GIS resource(s) for a period of one year.

6. Evaluation criteria

6.1 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 service providers that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA.

6.2 The assessment and evaluation of submitted proposals will undergo a process of Pre-qualification and an Evaluation Phase. The initial phase of the evaluation will be in a form of a Pre-qualification, in accordance with the PPPFA Act, Preferential Procurement Regulation which organs of state can apply in order to advance designated groups and transformation. Only tenderers who meet the Pre-qualification conditions will be considered for the next phase. i.e. Evaluation Phase. A tender that fails to meet any Pre-qualifying criteria stipulated in the tender document is an unacceptable tender.

Pre-qualification conditions which an applicant must meet in order to be considered:

- **A tenderer having a stipulated minimum of level 1 to 3 B-BBEE status level**

6.3 The HDA needs to be satisfied, in all respects, that the organisation/individual 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.

6.4 The general methodology of selection will be based on quotations that will first be evaluated on their technical ability to perform the task. Any quotations scoring below **70%** of the points noted in the table below will be disqualified for the second evaluation.

6.5 The second evaluation of technically competent quotations will be evaluated against Price and B-BBEE using an 80/20 Price/B-BBEE formula.

6.5.1 Proposals will be evaluated using the 80/20 point system, where 80 points are for functionality and price and 20 points for empowerment of historically disadvantaged individuals.

6.5.2 The following are the key criteria that will be taken into account by the HDA:

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company profile	Company profile, highlighting its experience in the GIS and Information Technology (IT). Points will be allocated as follows: <ul style="list-style-type: none"> • 10 or more years (10); • 5-9 years (7); • Less than 5 years (3) 	10
CV's of team members involved in delivering the product.	Expertise of individual resource(s) that will be deployed on the HDA premises, as well as other supporting staff that may be required. A portfolio of evidence of the following should be provided: <ul style="list-style-type: none"> • Data manipulation, management, analysis and visualisation using GIS software (20); • Data management, analysis and visualisation using BI software (20); • Use various tools to automate GIS tasks (10); • Knowledge of various South African spatial datasets and how it can be used to inform decision-making in the housing sector (10); • Ability to train GIS and non-GIS professionals on technical and theoretical GIS and geography concepts (10); • Acceptable project management skills (10). 	80
References	Provide a signed references letter of previous organisations that you have delivered similar support to. <ul style="list-style-type: none"> • 5 and more reference letters (10); • 3-4 reference letters (5); • Less than 3 reference letters (1) 	10
TOTAL		100

The following criteria will be used for point's allocation for price and B -BBEE compliance on an 80/20 point system:

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE Status Level Verification Certificate from accredited verification agencies	B-BBEE Level Contributor	20
TOTAL		100

7. Project Delivery

The resource(s) will be based at the HDA's office for a period of one year after the SLA has been concluded.

8. Briefing Session

No briefing sessions will be held

9. Terms and Conditions

9.1 The HDA undertakes to pay substantiated invoices within thirty (30) days of submission.

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

10. Submission of quotations

10.1 The closing date for submission of proposals is on or before the **22 November 2019** by no later than 12h00.

Attention: Procurement Specialist

Block A, Riviera Office Park

6-10 Riviera Road

Killarney, Johannesburg

10.1.1 Further information regarding technical matters can be sent to **Hadley Remas** via email to: hadley.remas@thehda.co.za or at tel: 011 544 1000

10.1.2 Further information regarding supply chain matters can be sent to **Sindisiwe Mweli** via email to: sindisiwe.mweli@thehda.co.za or at tel: 011 544 1000

10.2 Proposals must be accompanied by:

- A company profile;
- Curriculum vitae of members of the team, illustrating qualifications and experience (maximum four pages)
- 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. Under compliance checklist.
- Valid and Original or Certified B-BBEE Status Level Verification
- Certificates issued by the following agencies SANAS, IRBA or CCA
- A complete cost-breakdown structure of different components in the proposal.

10.3 The selection of the qualifying proposals will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/quotation, and the HDA reserves the right not to appoint the consultant.