



REQUEST FOR QUOTATION

**ACCESS TO DEEDS OFFICE REPORTS FOR REWORKED MASS DEEDS DOWNLOAD,
LAND / PROPERTY DOCUMENTATION, HOME AFFAIRS ID VERIFICATION AND
DEEDS OFFICE DOCUMENTATION.**

1. Introduction

- 1.1. 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 level.
- 1.2. The Cape Town office has been tasked to assist with the Title Deed Restoration Programme in the Western Cape.
- 1.3. In order to ensure that the Cape Town office is equipped with all the necessary resources to be able to collect and verify property and owners information, on-going real time information is to be accessed independently.
- 1.4. The HDA is thus seeking to appoint a suitably qualified and experienced service provider to provide access to land, property and owner information through a digital platform. Suitably qualified, experienced and competent professional service providers are hereby invited to quote.

2. Purpose

The service provider is to provide a quote on the costing of the various search items and document retrieval costs via the digital platform.

3. Scope of work

To provide access to Deeds Office information, records and reports on land, properties and owners within the Western Cape.

- 3.1. The sourcing of information will include the following:
 - Ownership Rights and other rights registered over land
 - Encumbrances (Endorsements) registered over land
 - Copies of Title Deeds
 - Company Search (Cipro)
 - Deeds Office Person Search
 - Home Affairs ID Verification Search
 - Reworked Mass Deeds Download
 - Online assistance during working hours (Monday-Friday)

3.2. The quotation should also indicate the following:

- Provision of licensing and maximum number of users
- Frequency of data updates
- Ability to search individual records and/ or in bulk / batch
- Alternative methods where copies of title deeds are not available through the system
- Cost breakdown of records listed below.

| Items | Price (Rands) |
|--|---------------|
| Ownership Rights and other rights registered over land | |
| % discount on bulk searches | |
| Copy of Title Deeds | |
| Company Search (Cipro) | |
| Deeds Office Person Search | |
| Home Affairs ID Verification Search | |
| Reworked Mass Deeds Download | |

**Price to be evaluated per above price list*

4. Contract Duration

The contract is valid for 3 months.

5. 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 Cost Breakdown | 80 |
| Specific Goals Status Level Verification Certificate from accredited verification agencies. | Specific Goals Score Contributor | 20 |
| TOTAL | | 100 |

6. Payment Structure

6.1. HDA to be billed (invoiced) every month per usage (requests made).

6.2. 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.

- 6.3. No payment will be made where there is an outstanding information/work by the service provider/s.
- 6.4. Pro-rata payments may be applied when necessary.

7. General

7.1 Below are compulsory requirements for the services

7.1.1. 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.

7.1.2. Only companies with **DIRECT ACCESS** to Deeds Office information are to submit proposals (sub-contracting will be dis-qualified).

7.1.3. All users to be registered under one account.

7.1.4. Bidders should have existing systems, which only requires registration of users within 2 working days of signing of the Service Level Agreement.

7.1.5. May request a trial period of 2 weeks for trial prior appointment.

7.1.6. Compulsory training to all new users and/or when necessary.

7.1.7. Kindly complete and submit the following:

- A company profile
- A valid tax clearance certificate
- Certificates issued by the following agencies SANAS, IRBA or CCA.

7.2 Further information regarding supply chain matters queries can be sent via email to njabulo.hlongwane@thehda.co.za or at tel: 011 544 1000.

8. Submission of Proposals

8.1 Quotations should be submitted by no later than **11h00 on 29 March 2023** to the following email address: procurement@thehda.co.za