



TERMS OF REFERENCE

**ACCESS TO DEEDS OFFICE REPORTS, VALUATION REPORTS AND LAND / PROPERTY
DOCUMENTATION**

RFP/JHB/2019/003

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN 12:00 ON OR BEFORE

30 AUGUST 2019

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 Monitoring and Evaluation sub-programme is tasked with providing on-going monitoring on the progress on the development of land and landed properties acquired for the purposes of creating sustainable human settlements.
- 1.3. In order to ensure that the Monitoring and Evaluation sub programme is equipped with all the necessary resources to be able to collect and verify information measured through a monitoring and evaluation value chain, 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 and property 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 and properties within the Republic of South Africa.

- 3.1. The sourcing of information will include the following:
 - Ownership Rights and other rights registered over land (Deeds Office)
 - Encumbrances registered over land (Deeds Office and SG Office)
 - Conditions of Title and historical ownership records (Deeds Office)
 - General Plans and SG Diagrams (SG Office)
 - Valuation Reports
 - Cipro Search
 - Property transfers and bonds and lending risk
 - Any other land / property assessment reports or analytics (value add)

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
- Format of the records and reports
- Cost breakdown of records to be offered.

4. Contract Duration

The contract is valid for 12 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.

The following table will demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than 70 points of functionality will be set aside.

Table 1 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Level of Experience in business operation	1 – 2 Years' Experience (10 Points)	30
	3 – 4 Years' Experience (20 Points)	
	5 and above Years' Experience (30 points)	
Access to information via digital platform	Frequency of data updates – at least monthly	30
	Multiple users accessing platform simultaneously – Minimum 25	30
	Cost breakdown	10
TOTAL		100

The following criteria will be used for points allocation for price and B-BBEE compliance on a **80/20** point system:-

Table 2 – Price and B-BBEE

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

6. Payment Structure

- 6.1. 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.
- 6.2. No payment will be made where there is an outstanding information/work by the service provider/s.

7. General

6.1 Below are compulsory requirements for the services

6.1.1. It is important to note that the successful person will work under the supervision of a HDA representative, abode by HDA's Code of conduct, and other organizational guidelines.

6.1.2. Only companies with direct access to Deeds information are to submit proposals.

6.1.2. Kindly complete and submit the following:

- A company profile
- CSD registration report (registration with the National Treasury Central Supplier Database. If not yet registered, please 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.

- 6.2 Further information regarding technical matters can be sent to Mulisa Nethengwe or Calvyn Sihwili via email to: mulisa.nethengwe@thehda.co.za / calvyn.sihwili@thehda.co.za or at tel: 011 544 1000
- 6.3 Further information regarding supply chain matters queries can be sent to Sindisiwe Mveli via email to sindisiwe.mveli@thehda.co.za or at tel: 011 544 1000.

7. Submission of Proposals

- 7.1 Quotations should be submitted by no later than **12h00 on 30 August 2019** to the following address:

**Attention: Procurement Specialist
Block A, Riviera Office Park
6-10 Riviera Road
Killarney, Johannesburg**