



REQUEST FOR QUOTATIONS

**PROCUREMENT OF A 360° VIDEO AND IMAGE
CAPTURING SOLUTION FOR THE DOCUMENTING OF ON
SITE ASSESSMENT OF HUMAN SETTLEMENTS PROJECTS**

RFQ/JHB/2017/009

**QUOTATION TO BE SUBMITTED BY
NOT LATER THAN
12H00, 23 JUNE 2017**

Terms of Reference

1. Introduction

1.1. The Housing Development Agency (HDA) is positioning itself into an effective public sector human settlements development agency. It acts as the project developer of sustainable, integrated human settlements on behalf of government to drive delivery, undertaking the following functions:

- Accessing land for human settlements projects
- Packaging of human settlements projects
- Establishing delivery partnerships with the private sector
- Mobilising, coordinating and investing funds on behalf of the public sector
- Facilitating the resolution of blockages
- Monitoring the implementation of human settlements projects

1.2. Regular site visits form part of the monitoring and evaluation process with respect to determining status of land and human settlements projects

1.3. The information gathered from on-site evaluations will be documented and presented in the form of reports, infographics and video blogs (vlogs). The advent of the digital age makes videos an effective tool for attracting and engaging audiences, potential partners and stake holders around human settlement issues as well as tracking progress.

1.4. A 360° video and image capturing solution will be one of the tools used to generate images and videos and potentially live streaming in collaboration with our Communication Unit.

2. Purpose

2.1. The HDA seeks an experienced and qualified vendor to provide a 360° video and image capturing solutions including training services and maintenance support.

3. Technical Requirements

3.1. The solution should have the following basic elements:

- Easy to edit and share images and videos to laptops for e.g. USB
- Easy to connect to video output devices for e.g. HDMI output
- On board memory for storage of images (at least 100) and videos (at least 10 minutes)
- Support of various images and videos formats (raw and compressed)
- Advanced shooting modes
- Built-in Wi-Fi connectivity, optional 3G/4G connectivity
- Compatible with Windows, iOS and Android operating systems
- Preferably 4K resolution
- Backup to cloud option
- Geo tagging option
- Microphone port option
- Water, dust and shock resistance
- Easy to mount and hand carry
- Extended battery life and conserve battery power option

4. Scope of services

4.1. The appointed vendor is to provide training services to selected HDA staff members over three sessions.

4.2. The appointed vendor is to provide hardware warranty for at least two years with the option of extending to 5 years.

5. Evaluation criteria

5.1. 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 consultants that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA. It should be noted that proposals will be assessed using the 80: 20 formula for Price and B-BBEE as per the PPPFA.

5.2. 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.

- 5.3. 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 75% of the points noted in the table below will be disqualified for the second evaluation.
- 5.4. The second evaluation of technically competent quotations will be evaluated against Price and B-BBEE using a 80/20 Price/B-BBEE formula.
- Quotations 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.
 - The following are the key criteria that will be taken into account by the HDA:

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Experience, knowledge and skill	<ul style="list-style-type: none"> ○ Demonstrated experience in case studies [20 points] ○ Client testimonies [20 points] 	40
Product viability	<ul style="list-style-type: none"> ○ Number of sales versus number of returns [10 points] 	10
Support	<ul style="list-style-type: none"> ○ Local support – South African based [25 points] ○ Turnaround time [25 points] 	50
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

6. Terms and Conditions

- 6.1. The HDA undertakes to pay in three equal payments 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 vendor.

7. Submission of proposals

- 7.1. Proposals must be accompanied by:
- A company profile
 - Curriculum vitae of proposed members of the team, illustrating qualifications and experience (maximum four pages)
 - CSD registration report (Registration with the National Treasury **Central Supplier Database**), 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
- 7.2. The closing date for submission of quotations is on or before the 23 June 2017 by no later than 12h00 via email to Nqobile.Mkhwanazi@thehda.co.za or at tel: 011 544 1000 or to the following address:

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

Further information regarding technical matters can be sent an email to: karishma.busgeeth@thehda.co.za or at tel: 011 544 1000

- 7.3. Failure to submit all required documents will lead to disqualification of the tender.

- 7.4. 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 consultant.