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**REQUEST FOR QUOTATION**

**ACCESS TO LEGAL RESEARCH TOOL/LAW LIBRARY**

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**PROPOSALS TO BE SUBMITTED BY  
NOT LATER THAN 14 APRIL 2023 AT 11H00**

## **1. Introduction**

- 1.1. 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 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. For further information please visit [www.thehda.co.za](http://www.thehda.co.za) for more information.
- 1.2. The HDA seeks to appoint a service provider to provide the HDA with access to a digital Legal Research Tool to access amongst others: National and Regional Legislation; Updated Case Law; Labour Law books and Case Law and Corporate Laws with Companies Act commentary, etc.

## **2. Description**

- 2.1. The HDA seeks to contract with a service provider that can provide a digital platform to be used, in order to access and/or obtain legal research and/or information; the latest legal developments and best practices in the legal sphere.

## **3. Scope of work**

- 3.1. The Service Provider is required to provide licences for 05(Five) users, accessing the platform simultaneously.
- 3.2. To provide access to legal research and/or information and/or books on *inter alia*:
  - National Legislation
  - Provincial Legislation
  - Municipal Legislation
  - Legal Citator
  - Current Awareness
  - Gazettes
  - Judgments Online
  - All SA Law Reports (1828-Current)
  - Prentice Hall Reports (1922- 1995)
  - Appellate Division Reports (1910 To 1946)
  - LAWSA
  - Civil Procedure
  - Legal Practice
  - Constitutional and Administrative Law
  - Construction Law
  - Corporate and Commercial law

- Employment Benefits and Retirement
- Labour and Employment Law
- Property Law
- Local Government law
- Occupational Health and Safety law
- B-BBEE Law
- Intellectual Property Law
- Forms and Precedents on the following areas:
  - Commercial Transaction
  - Companies
  - Construction
  - Employment
  - Property Intellectual ‘

#### 4. Contract Duration

4.1. The contract will be valid for a period of thirty-six (36) months.

#### 5. Evaluation Process

5.1. 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.

5.2. The following table demonstrates the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than 80 points of functionality will be set aside.

**Table 1 – Functionality**

CRITERIA	SUB-CRITERIA	WEIGHTING / POINTS
<b>Methodology</b>	<p>Company Profile clearly demonstrating ability to provide the digital platform and provide all information listed in 3.2. <b>(15)</b></p> <p>Written references from current users, with contactable referees details:</p> <ul style="list-style-type: none"> <li>• Five references <b>(10 points)</b></li> <li>• Four references <b>(8 points)</b></li> <li>• Three references <b>(6 points)</b></li> <li>• Two references <b>(4 points)</b></li> <li>• One reference <b>(2 points)</b></li> </ul>	<b>25</b>
<b>Access to information via digital platform</b>	Ability to provide real time updates (at least every two weeks) <b>(10)</b>	<b>30</b>

CRITERIA	SUB-CRITERIA	WEIGHTING / POINTS
	Five (05) licences with users accessing the platform simultaneously (10) Access to repealed legislation (10)	
Training	Training the Five (05) users on the use of the platform	10
Useability	Word/phrase search capability (10) Ability to download/print extracts from the platform (10)	20
Costing	Methodology for the Cost breakdown per item or grouped items as listed under 3.2 above) for 05 (Five) subscribers per month and total cost over a period of 03 years.	15
<b>TOTAL</b>		<b>100</b>

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

**Table 2 – Price and Specific Goals**

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed Cost Breakdown per subscription per month and total cost over a period of 03 years	80
Specific Goals	Specific Goals Score Contributor	20
<b>TOTAL</b>		<b>100</b>

## 6. Payment Structure

- 6.1. HDA is to be billed (invoiced) monthly in accordance with the monthly subscription fee for the contract period.
- 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 the required information in 3.2 is not available.
- 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 bidder will work under the supervision of an HDA representative, abide by HDA's Code of conduct, and other organizational guidelines.

7.1.2. All users to be registered under one account.

7.1.3. Bidders should have existing systems in place with services being available within 2 working days of signing of the Service Level Agreement.

7.1.4. The HDA may request a trial period of 2 weeks for trial purposes, prior to appointment of the successful bidder.

7.2. The following documents must be submitted:

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

7.3. Further information regarding supply chain matters queries can be sent via email to [Njabulo.Hlongwane@thehda.co.za](mailto:Njabulo.Hlongwane@thehda.co.za) or at telephone: 011 544 1000.

## 8. Submission of Proposals

8.1. Quotations should be submitted by no later than **14 April 2023 at 11h00** to the following address:

**Attention: Procurement Officer**

Block B

1 Maxwell Drive

Megawatt Park

Sunninghill

Gauteng

2157

8.2. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular quote and reserves the right not to appoint a service provider.