



REQUEST FOR QUOTATIONS

**APPOINTMENT OF A SERVICE PROVIDER FOR TRAINING OF PROCUREMENT
PRACTITIONERS AND ALL RELEVANT STAKE HOLDERS.**

RFQ/JHB/2022/026

**QUOTATIONS TO BE SUBMITTED BY
NOT LATER THAN 22 DECEMBER 2022 AT 11H00**

Terms of Reference

1. Introduction

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition, HDA provides project delivery support services to organs of state at local, provincial and national level. Informal settlements upgrading and project management services are a particular focus of the organisation.

2. Scope of Work

HDA wishes to appoint a suitably qualified service provider to offer training to the SCM team and all stakeholders within HDA who are involved in the Procurement of goods, works and services (28 employees). The training will assist in improving the implementation of an SCM system that is successfully. The training will assist attendees to operationalize statutory conditions contained in the Public Finance Management Act (PFMA) and Preferential Procurement Policy Framework Act (PPPFA) and the regulations thereof.

The training should also offer training on the knowledge of roles and responsibilities of the bid committees such as the use of the preference point system and calculations of points.

2.1 Training requirements

To capacitate the SCM team and all relevant stakeholder to understanding the following:

- Composition, functions and delegations of the bid committees
- Understanding of stakeholders in SCM
- Code of conduct for Procurement practitioners and relevant stakeholders
- Use of the preference points systems and the calculation of points when evaluating bids
- Understanding of regulatory framework applicable to the Bid Committee System
- Application of local content to bids
- Drafting of a specification / Terms of Reference and the approval thereof
- Administrative compliance as part of the evaluation process
- Application of the different procurement methods
- Understanding of the application of BBBEE principles when issuing bids

- Application of knowledge of the applicable regulatory framework to ensure compliance.
- Application of knowledge of the functions of the Bid Specification Committee, the Bid Evaluation Committee and the Bid Adjudication Committee

In accordance with the Human Resources Policy, all training must be accredited (**NQF, SAQA, CPD** points is consider part of the accreditation requirements). Accreditation is required for both the training course and the service provider. The service provider must furthermore be registered with CSD and comply with its requirements.

The service provider must indicate the course duration as well as the course content and pricing based on the course been conducted internally at the HDA

3. Evaluation

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 and it should be noted that proposals will be assessed using the 80: 20 formula for Price and B-BBEE as per the PPPFA.

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

Table 1 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTIN G/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

The HDI proposal will be evaluated as per PPPFA regulations.

4. Payment structure

Payment will be made within 30 days of receipt of the materials specified above and as per signed off proofs.

5. General

5.1 Below are compulsory requirements for this service

5.1.1 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.

5.1.2 Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:

- Valid original tax clearance certificate.
- 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.**

5.2 Further information regarding technical matters can be sent by an email to: Moses.Mokhine@thehda.co.za or at Tel: 011 544-1000, and

5.2.1 Further information regarding supply chain matter and queries can be send via email to: Njabulo.Hlongwane@thehda.co.za or at Tel: 011 544-1000

6 Terms and Conditions.

6.1.1 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.

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

7 Submission of Quotation

7.1.1 Quotations should be submitted on or before the 22 December 2022 by no later than 11h00 to the following email address: Njabulo.Hlongwane@thehda.co.za / Procurement@thehda.co.za

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