

REQUEST FOR QUOTATIONS

APPOINTMENT OF A SERVICE PROVIDER FOR MARKET STUDIES FOR ERF 14443 STRAND, WESTERN CAPE.

RFQ/CPT/2022/004

PROPOSALS TO BE SUBMITTED BY NOT LATER THAN 11H00 ON 22 NOVEMBER 2022

Terms of Reference for market analysis for SASH UNIT

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 also a focus of the organisation.

To this end, the HDA has identified the following properties that are being acquired for redevelopment as a residential opportunity in terms of the National Housing Code or ancillary housing programs.

- Erf 14443 Strand, City of Cape Town Municipality, Western Cape Province. In extent 27 hectares (27 000 sqm).

The HDA is required, to undertake several studies and assessments relating to approvals required for integrated sustainable human settlements development and funding thereof.

To achieve these objectives, the HDA intends to utilize services of relevantly qualified and experienced professional service providers to undertake market studies.

2. Scope of work

The HDA requires a quotation for market study analysis for the following:

- Erf 14443 Strand, City of Cape Town Municipality, Western Cape Province. In extent 27 hectares (27 000 sqm).

3. Specification

Conduct a market study for a property development on above mentioned property. The study should primarily focus on determining the size and growth of demand for the affordable and/or social housing product type with a component that will be used for commercial products.

The study should comprise of primary and secondary information and include, but not limited to, the following study areas.

 Analyse the residential, business, and industrial property market indicators, trends, issues, and dynamics of the study area

- Understanding the current extent of the market for the affordable, and/or social housing product type
- Understanding receptivity of current context to affordable and/or social housing products with a ground floor component of commercial products.
- Understand the growth potential for each product type over the next 10 years
- Understand the economy of the area and how it influences the demand for this product.
- Analyse all new developments planned in the area, and the effect thereof on supply and demand balance.
- Undertake necessary and relevant stakeholder consultation for accomplishment of the project.

The study should report comprehensively on the findings, but a summarised section must report in table format. Each product type should be listed, with the following list as guideline

- Residential
 - Rental Market sectional title (Flats).
 - Social Housing sectional title (Flats).
- Commercial
 - o Retail, etc.

For each product type, the size of the current demand should be tabled, with a 90% confidence interval (or envelope), based on statistical principles. Also ensure that for each product type, the demand growth per year, with a 90% confidence interval (or envelope) is indicated.

For each product type, the recommended rental price that reflects the affordability of the market with a 90% confidence interval should be stated.

A detailed recommendation on the product rental income mix, based on the above, for this development should be stated.

The duration for the said market analysis is 90days from the date of appointment as the report is time sensitive.

3. Evaluation

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 BEE as per the PPPFA.

The following criteria will be used for points allocation for price and BEE compliance on a 80/20 point system.

Table 1 – Price and BEE

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 HDA 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 submit the following documents:
 - Registration with the National Treasury Central Supplier Database (CSD Report), 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.
- **5.2** Further information regarding this quotation can be send via email to: Pfarelo.Netshisaulu@thehda.co.za or at Tel: 011 544 1000
- 5.3 Completed valuation report is required within 90 (Ninety) days, including weekend from the date of appointment or notification.

6 Terms and Conditions.

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

7 Submission of Quotation

7.1 Quotations should be submitted on or before the **22 November 2022**, by no later than **11H00** to the following address;

The Procurement Officer
The Housing Development Agency, Head Office
Block B. 2nd floor. 1 Maxwell Drive. Sunninghill. Gauteng. 2157.
P.O Box 3209
Houghton
South Africa
2041

Tel: 011 544 1000

Website: www.thehda.co.za

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state?

 YES/NO
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1	If so, furnish particulars:	
2.3	Does the bidder or any of its directors / trustees / shareholder members / partners or any person having a controlling interest in enterprise have any interest in any other related enterprise wheth not they are bidding for this contract? YES	n the er or
2.3.1	, ,	
3	DECLARATION	
	I, the undersig (name) submitting the accompanying bid, do hereby make the follo statements that I certify to be true and complete in every respect:	. in
3.1 3.2	I have read and I understand the contents of this disclosure; I understand that the accompanying bid will be disqualified if	this
3.3	disclosure is found not to be true and complete in every respect; The bidder has arrived at the accompanying bid independently from without consultation, communication, agreement or arrangement any competitor. However, communication between partners in a	with
3.4	venture or consortium2 will not be construed as collusive bidding. In addition, there have been no consultations, communicating agreements or arrangements with any competitor regarding the quantity, specifications, prices, including methods, factors or formused to calculate prices, market allocation, the intention or decision submit or not to submit the bid, bidding with the intention not to wire bid and conditions or delivery particulars of the products or service which this bid invitation relates.	ality, nulas on to n the
3.4	The terms of the accompanying bid have not been, and will no disclosed by the bidder, directly or indirectly, to any competitor, pri the date and time of the official bid opening or of the awarding o contract.	or to
3.5	There have been no consultations, communications, agreement	ts or

arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature	Date		
Position	Name of bidder		

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ______ preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).
- 1.3 Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. **DEFINITIONS**

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/1

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$
 or $Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5.	BID	DECL	_ARA	NOITA
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5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6.	B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1	F
6.1	B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)	0
	(Points claimed in respect of paragraph 7.1 must be in accordance with the table	е

reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

status level of contributor.

YES	NO	

7.1.1 If yes, indicate:

i)	What	percentage	of	the	contract	will	be
	subcontrac	ted		%			
ii)	The	name		of	the		sub-
	contractor.						
iii)	The	B-BBEE	status	level	of	the	sub-
•	contractor						

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES NO

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned		QSE
by:	$\sqrt{}$	$\sqrt{}$
Black people		
Black people who are youth		
Black people who are women		

Black people with disabilities	
Black people living in rural or underdeveloped areas or townships	
Cooperative owned by black people	
Black people who are military veterans	
OR	
Any EME	
Any QSE	

8.	DECLARATION WITH REGARD TO COMPANY/FIRM	
8.1	Name company/firm:	of
8.2	VAT regist number:	ation
8.3	Company registing number:	ation
8.4	TYPE OF COMPANY/ FIRM	
	 □ Partnership/Joint Venture / Consortium □ One person business/sole propriety □ Close corporation □ Company □ (Pty) Limited [TICK APPLICABLE BOX] 	
8.5	DESCRIBE PRINCIPAL BUSINESS ACTIVITIES	
8.6	COMPANY CLASSIFICATION	
	 Manufacturer Supplier Professional service provider Other service providers, e.g. transporter, etc. [TICK APPLICABLE BOX] 	
8.7	Total number of years the company/firm has been business:	in
8.8	I/we, the undersigned, who is / are duly authorised to do so on behalf company/firm, certify that the points claimed, based on the B-BBE status lever contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, quality the company/ firm for the preference(s) shown and I / we acknowledge that:	el of

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation:
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES		
1		GNATURE(S) OF BIDDERS(S)
2	DATE:	
	ADDRESS	

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1. This Standard Bidding Document must form part of all bids invited.
- 2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3. The bid of any bidder may be disregarded if that bidder, or any of its directors have
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?	Yes	No
	(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/ Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).		
	The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.		
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?	Yes	NO
	The Register for Tender Defaulters can be accessed on the National Treasury's website (<u>www.treasury.gov.za</u>) by clicking on its link at the bottom of the home page.		
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No

Item	Question		Yes	No
4.3.1	If so, furnish particulars:			
4.4	Was any contract between the bidder terminated during the past five years on accor comply with the contract?		Yes	No
4.4.1	If so, furnish particulars:			
	CERTIFICA	TION		
CERT	UNDERSIGNED (FULL NAME)IFY THAT THE INFORMATION FURNISH AND CORRECT.	ED ON THIS DECLARATIO	N FOR	 M IS
I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.			Y BE	
SIGNA		DATE		
POSIT		NAME OF BIDDER		

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1. This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging)² Collusive bidding is a *pe* se prohibition meaning that it cannot be justified under any grounds.
- Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and/or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

5.

	(Bid Number and Description)
in re	sponse to the invitation for the bid made by:
	(Name of Institution)
do h	nereby make the following statements that I certify to be true and complete in every ect:
I cer	tify, on behalf ofthat: (Name of Bidder)
1.	I have read and I understand the contents of this Certificate;
2.	I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3.	I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4.	Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

(a) has been requested to submit a bid in response to this bid invitation;

whether or not affiliated with the bidder, who:

(b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder,

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid: or
 - (f) bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

Signature	Date
Position	Name of Bidder