

P.O. Box 3209,  
Houghton, 2041

4 Kikuyu Road  
Sunninghill  
2157



## SPECIFICATION

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FOR THE APPOINTMENT OF A SERVICE PROVIDER TO  
RELOCATE FURNITURE FROM BLOCK B, MEGAWATT  
OFFICE PARK, SUNNINGHILL TO 4 KIKUYU  
ROAD, SUNNINGHILL, 2157

RFQ/JHB/2023/194

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### 1. INTRODUCTION

The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers, financiers and other affected parties. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: [www.thehda.co.za](http://www.thehda.co.za).

Follow us on Twitter @The\_HDA and on Facebook: TheHDA.

## 2. BACKGROUND

- 2.1 The HDA seeks to appoint a competent service provider for the relocation of office furniture from Block B, Megawatt Park, 1 Maxwell Drive, Sunninghill to 4 Kukuyi Road, Sunninghill.
- 2.2 The service provider is to provide a Project Manager who will determine logistics and draft a written relocation plan and advise the Facilities Manager of the said plan. Relocation and delivery time frames must be stipulated.
- 2.3 The service provider must have a supervisor on site for the full duration of the office move.
- 2.4 The service provider must be able to offer full Insurance Cover for the move.

## 3. SCOPE OF WORK

- 3.1 Items to be moved include the following:
  - 3.1.1. 2 credenzas on the 2<sup>nd</sup> floor are required to be relocated to the new office;
  - 3.1.2. Approximately 13 oak veneer and white formica two door 1500mm x 900mm Cupboards on the 2<sup>nd</sup> floor of Megawatt Park to be relocated to the new office;
  - 3.1.3. There is a boardroom table to be disassembled and two servers on the second floor of Megawatt Park that require relocation to the new offices;
  - 3.1.4. 1 Bulk Filer to be disassembled; moved and reassembled in the new office;
  - 3.1.5. Two Austen Safes, one on the ground floor and one on the second floor to be moved to its location in the new office;
  - 3.1.6. Forty five x 4 shelf steel box shelving on ground floor of Megawatt Park to be disassembled and reassembled at the new premises;
  - 3.1.7. **4 steel stationery cupboards to be moved to the new offices; and**
    - 3.1.5 **Marketing Material and banners on the ground floor to be moved to the new office (to be checked at site briefing).**
    - 3.1.6 **Insurance: The contractor to include insurance that covers up to the value of R100 000.**

## 4. DELIVERABLES

- 4.1 The successful bidder must be available to commence with the relocation and assembly of furniture in the storeroom on appointment;
- 4.2 A fulltime supervisor must be on site for the entire duration of the relocation;
- 4.3 The service provider must have closed vehicles for protection of all goods to be moved;
- 4.4 The service provider must use vehicles with tail lifts and air suspension; and
- 4.5 The service provider must adhere to and take responsibility for all provisions of the OHS Act whilst busy with move;

## 5. GENERAL:

- 5.1 A compulsory site briefing will take place at Megawatt Park; 1 Maxwell Drive; Sunninghill;
- 5.2 All bidders must submit in their proposals a clear breakdown of their “Technical Proposal”;
- 5.3 The “Technical Proposal” must inter alia include the estimated time and duration to complete the move as well as the availability to effect the move.

Annexure A

 <p><b>4x Steel Cupboard</b></p>	 <p><b>1x Executive wall Unit</b></p>	 <p><b>13x White Cupboards</b></p>	 <p><b>1x (600mm x450mm x 1000mm) Austen Steel Safe</b></p>
 <p><b>1x Executive Desk and Credenza</b></p>	 <p><b>2x Credenza</b></p>	 <p><b>1x Bulk Filler</b></p>	



**1x Boardroom Table**



**1x 85 Inches TV and Stand**



**Austen Small Safe**



**45x Steel Shelvings**