

TERMS OF REFERENCE

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 settlement. As its primary activity, the HDA identifies, acquires, holds, develops, and releases state, private and communal land for human settlements. As part of its processes, the HDA conducts property holding plans in order to identify and implement services and maintenance requirements to ensure the sustainability, security, and prevention of invasions on the properties in possession.

1. BACKGROUND INFORMATION

a. STATUS QUO

The housing Development Agency has been tasked by National Department of Human Settlements to consider state owned enterprises (SOE's) non-core assets for human settlements development. State owned enterprises embarked on a process to reduce inefficiencies associated with fixed property holdings. Some of the entities have done this through disposal of their surplus assets on the open market.

Eskom SOC Ltd has offered the HDA first right of refusal on their non-core properties before availing in the open market for human settlement development, the agency identified Erf 4903 Johannesburg, located in Braamfontein precinct for acquisition, and development of either student or social housing or mixed use. The transfer of the property into the names of the agency has since been finalised, therefore the agency seeks services of competent and qualified security service provider to provide once off rubble, damaged furniture and waste removal services in the building.

b. PROBLEM STATEMENT

The HDA Land Holding unit has started preparing the building for occupation. One of the activities identified to make the building occupiable is the removal of rubble, damaged furniture and waste left off by the previous owner. The items have to be removed and disposed off in a manner that complies with Nation Environmental Management: Waste Act 59 of 2008 and the Occupational Health and Safety Act 85 of 1993.

c. PICTORIALS

Location Map:



2. OBJECTIVE OF THE PROPOSED PROJECT

a. DESIRED OUTCOMES FOR CARRYING OUT THE PROPOSED PROJECT

- Procurement of a service provider for the removal and disposal of rubble, damaged furniture and waste.
- The appointment of a rubble and refuse removal service provider to ensure an environmentally friendly building which is conducive for occupation.
- The disposal of rubble, damaged furniture and waste in line with the environmental Waste Act 59: 2008.

b. PROJECT BENEFITS TO THE HDA

The provisions of a clean Braamfontein building and the compliance with Health and Safety regulations.

c. CURRENT MECHANISMS IN PLACE TO ADDRESS THE PROBLEM

The are no other mechanisms in place to address the problem statement.

3. SCOPE OF WORK AND AREAS OF FOCUS

a. SCOPE OF THE DESIRED SOLUTION

The HDA requires competent, experienced, and professionally service providers to:

- Provide rubble, damaged furniture and waste removal services.
- Provide for the safe disposal of removed items.

b. DETAILS ON THE PREFERRED SOLUTION

Procurement of a service provider to remove rubble, damaged furniture and waste from the HDA's Braamfontein building.

c. TARGETED AREA BY THIS PROJECT

The cleaning of the Braamfontein building ground floor is the target area for this project.

d. EXTENT AND COVERAGE OF THE PROPOSED PROJECT

- The Braamfontein building is situated on **Erf 4903 in Johannesburg CBD, with the street address, no.29 Wolmarans Street or 204 Smith Street and surrounded by Harrison and Loveday Streets in Braamfontein area within the Jurisdiction of City of Joburg Metropolitan Municipality, Gauteng, and commonly known as “Eskom building”.**
- The building is 16 floors high with 3 basement parking's.
- The building is exposed to electricity and water challenges due to loadshedding and cable theft.

Property Profile

Property Description	Extent (Hectares)	Ownership (current)	Title Deed number
Erf 4903 Johannesburg	0.3721	Eskom	T4586/1956

4. SPECIFICATION OF THE SERVICES REQUIRED

This specification covers the provision of waste receptacles with covers (i.e. skips with tarpaulins), non-hazardous waste, removal and disposal of non-hazardous waste at a legally compliant and permitted landfill approved by the local municipality.

The scope of service for this project shall entail the following activities:

a. GENERAL REQUIRMENT

- There will be a site briefing meeting for this project to be held on the **13 October 2023 at 11am at the property, no.29 Wolmarans Street and surrounded by Smit, Harrison and Loveday Streets in Braamfontein area which is commonly known as “Eskom building”**. Failure to attend the site meeting will result in the bidder not being able to provide an informed price proposal.
- The validity period for quotations/price must be for ninety (90) days. No price escalations will be affected during the service period.
- The prices to be in Rands (including VAT if charged) and to be structured per month and total cost per contract term of service of your company.
- Be fully responsible for all work and services performed by its personnel.
- Be expected to provide and maintain a clean, healthy, and hygienic working environment.
- Be expected to provide sufficient labour and equipment to move approximately 320m³ of rubble, damaged furniture and waste from within the building towards the waste removal receptacles located on the perimeter on the building.
- Be expected to have a contingency measures for work that may be heavy and requiring the heavy machinery, as and when there is no electrification or power in the building. **Note: The building is 16 floors up.**
- Be expected to remove the rubble, damaged furniture and waste and dispose of it at an approved local municipal landfill site.
- Provide and execute everything necessary for the services in accordance with industry standards and norms in terms of the prevailing sectorial determination, and industry acceptable training levels, and any other relevant regulations, including, but not necessarily limited to: -

- The provision of all service provider's equipment, qualified, competent, and well-trained personnel, and supervision thereof, required for the servicing of the building;
 - I. ensuring that its personnel is neatly clothed in uniforms with necessary protective equipment which shall include but not limited to headgear, shoes, and hand gloves;
 - II. compliance with the provisions of the Compensation of Injury and Disease Act (COIDA) and Basic Conditions of Employment Act (BCEA);

b. EXPECTED DELIVERABLES

Service Provider shall:

- Be fully responsible for all work and services performed by its personnel.
- Be expected to provide and maintain a clean, healthy, and hygienic working environment and leave the premises in the same condition it was found.
- Be expected to produce dumping slips (produce by landfill site) for every load of non-hazardous waste dumped at the landfill site.
- Contractor is required to provide all labour, plant, equipment, personal protective equipment, and supervisor thereof who are experienced in waste removal and disposal.
- Ensure provision of all service providers' equipment such as vehicles, personal protective clothing, labour, and equipment required for this service.
- Prepare and submission of detailed invoices with statements for verification and approval by the HDA. The invoice will be paid subject to the receipt of the confirmation on completion of work by the HDA.
- Comply with all laws, by-laws, rules, and regulations applicable to the services to be executed by the services provider.
- Ensure response times/submission times in respect of services and/or invoices will always be in accordance with the requirements of the HDA.
- Ensure to have an operational plan in place to deal with items that are to be removed from upper floors when there is no access to electricity or power.
- Ensure provision of all service providers' equipment such as vehicles, qualified, competent, and well-trained officers, and supervision thereof, required for this service.

BOQ – Rubble, Damaged Furniture and Waste removal work (Braamfontein Building)

Note:

- The rates shall include full compensation for providing all labour, material, equipment, bumping fees, overheads, and supervision required to carry out the work.
- The price quotation shall be valid for the entire work and to be Rands (including VAT if charged).
- Provision to be made for carrying heavy items from upper floors with no electrified hoist or lift services.
- **In addition to below, the bidders are required to also provide the detailed price breakdown quotations in their company’s letterheads.**

BILL OF SERVICE QUANTITIES: Rubble, Damaged Furniture and Waste removal					
Item	Description	Unit	Qty	Rate	Total Price
1.	The provision of plant, labour and equipment to remove rubble, damaged furniture and waste from the Braamfontein building and dispose off at an approved landfill site.	M ³	320		
	TOTAL – (excl. VAT)				
	VAT				
	Total including VAT				

5. EVALUATION METHODOLOGY

5.1. TRANSFORMATION PROCUREMENT

- a. The HDA may transform its procurement spend by utilising the specific Goals.

7.2 EVALUATION PROCESS

Interested bidders for this project shall be evaluated in terms for their administrative responsiveness, substantive responsiveness, and preference points. The evaluation committee shall use the following Evaluation Criteria depicted in table 2 below for the selection of the preferred bidder that shall render the required works or services.

EVALUATION PROCESS	
Stage 1	
Compliance	Administrative Responsiveness
	Substantive responsiveness (mandatory)
Stage 2	
Preference Points	
Price	80
Specific Goals	20
TOTAL	100

Table 2 – evaluation process

a. STAGE 1 - Administrative and Substantive Responsiveness

No.	Description of requirement	
Standard returnable document		
a)	Valid Unemployment Insurance Fund (UIF) proof of registration, public liability insurance and other relevant insurances.	
b)	CIDB Grading of GB 2 or higher	
c)	Letter of Good Standing: Compensation for Occupational Injuries & Diseases Act (COIDA)	
d)	Price Breakdown quotation on service provider's letter head document.	
Non-Standard Returnable Documents		
e)	Valid original Tax clearance certificate, and any other relevant related certificates (certified copies).	
f)	Specific Goals (as per SBD 6.1)	

No.	Description of requirement	
g)	CSD supplier registration number <i>(should a service provider not registered on CSD, will be afforded 14 days after the closing date to register accordingly)</i>	

Table 3 – Administrative Compliance

b. STAGE 2 - PRICING AND SPECIFIC GOALS

The following formula shall be used by the Evaluation Committee to score potential bidders on pricing:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

P_s = Points scored for the price of tender under consideration;

P_t = Rand value of the tender under consideration;

P_{min} = Rand value of the lowest acceptable tender.

The minimum qualifying criteria for pricing is 80 points as per the standard Evaluation Criteria presented in table 2 above.

Specific Goals component of the evaluation process is weighted at 20 points in table 2 of the standard Evaluation Criteria outlined above. Bidders will be awarded points based on the points claimed for specific goals presented in the SBD 6.1 issued with the tender.

The Specific Goals allocated points in terms of this tender	Number of Points	Proof / Documentation required to Claim Points for Specific Goals
Size of Company (Maximum points = 7 points)		
• EME	7	CSD and Sworn Affidavit
• QSE	5	CSD and Sworn Affidavit
• GE or others	3	Letter from Auditors or Authorised person confirming annual turn over
Black Women Owned (Maximum points = 5 points)		
75% - 100%	5	CSD and Sworn Affidavit
51% - 74.99 -	3	CSD and Sworn Affidavit
Below 51%	1	CSD and Sworn Affidavit

The Specific Goals allocated points in terms of this tender	Number of Points	Proof / Documentation required to Claim Points for Specific Goals
<i>Historically Disadvantaged South Africans* (maximum Points 2)</i>	2	CSD
<i>Youth (Maximum points 3)</i>	3	CSD and Sworn Affidavit
<i>Disabled People</i>	3	CSD and Sworn Affidavit

Table 6: Specific Goals Evaluation (80/20)

***Historically disadvantaged South Africans refers to any person, category of persons, or communities disadvantaged by unfair discrimination before the constitution of the Republic of SA, 1993 (ACT No. 2000 of 1993 come into operations.**