

Head Office
Block B' 2nd floor.
1 Maxwell Drive
Megawatt Park
Sunninghill
2157



REQUEST FOR PROPOSAL

IPADS

RFQ/JHB/2023/052

PROPOSALS TO BE SUBMITTED BY

30 AUGUST 2023 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

The HDA requires supply and delivery of 4 x iPad pro 10th generation 64gb SSD with Wi-Fi and cellular 10.9 inches ,4 x Apple magic Folio keyboards and apple 4 x pencils with the following specifications



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 Specific Goals as per the PPPFA.

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

Table 1 – Price and Specific Goals

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
Specific Goals	Specific Goals	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 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 the attached (Request for Quotation)

- SBD Forms (SBD4, SBD6.1)
- Attach CSD Report

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

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 21 August 2023 by no later than 11h00 to the following address: Procurement@thehda.co.za

12.2 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.