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6-10 Riviera
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Riviera



REQUEST FOR PROPOSALS

REQUEST FOR PROPOSAL TO DEVELOP A 5 YEARS INFORMATION TECHNOLOGY STRATEGIC PLAN

RFP/JHB/2017/001

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
12H00 FRIDAY, 05 MAY 2017**

TERMS OF REFERENCE

REQUEST FOR PROPOSAL TO DEVELOP A 5 YEARS INFORMATION TECHNOLOGY STRATEGIC PLAN

RFP/JHB/2017/001

1. INTRODUCTION

The Housing Development Agency (HDA) is a national public development agency established by an Act of Parliament (Act 23 of 2008). The HDA promotes sustainable by making well-located land and buildings available for the development of housing and human settlements. As an organ of state, the HDA is accountable through its board to the Minister of Human Settlements. Visit www.thehda.co.za for more information.

2. BACKGROUND

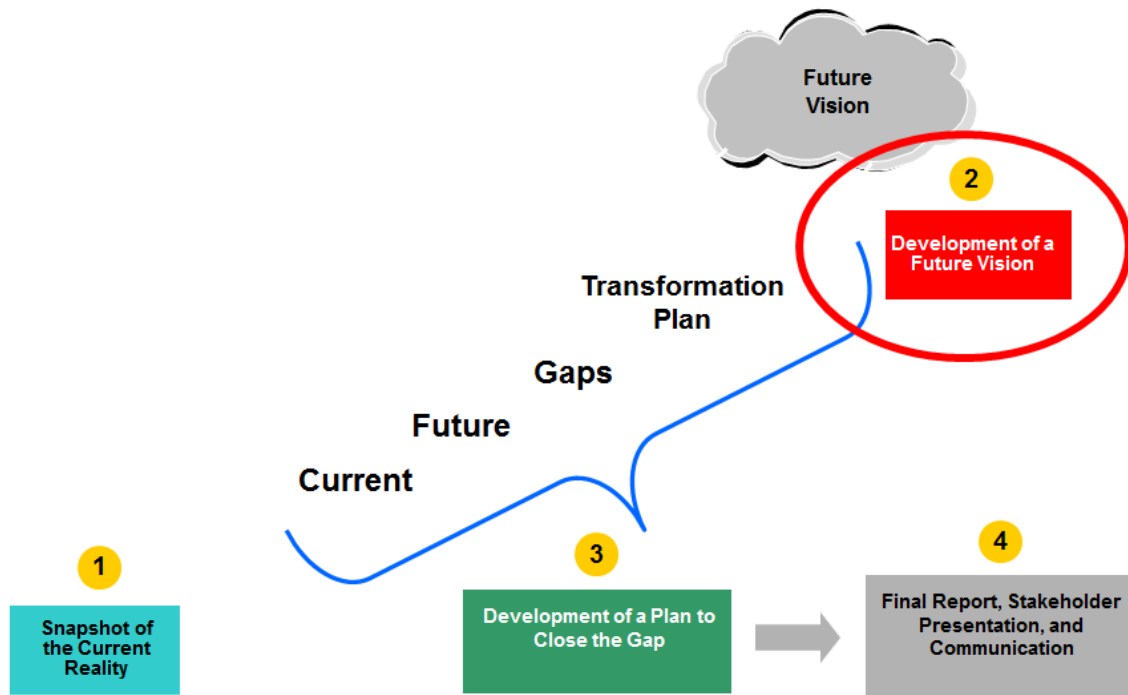
HDA seek to appoint experienced and reputable service providers to develop an Information Technology Strategic Plan.

3. SCOPE OF WORK

The scope of service for this quotation that must be adhered to:

- **To provide a comprehensive Information Technology Strategic Plan, this plan must take the following into consideration;**
 - To develop an IT strategy that will enable the HDA to enhance its business and enable its core business to be driven by electronic enablers.
 - To propose an independent ERP system
 - Align the Information Technology Strategic Plan with the business strategic plan;
 - Identify gaps;
 - Defines a target audience and a set of goals and objectives;
 - Plans and designs coordinated strategies with evidence of success;
 - Logically connect these strategies to need of the business;
 - Central ERP solution;
 - Automate business process and reporting ;
 - Shared services across department to avoid duplication.
 - Do a SWOT (Strengths, Weaknesses, Opportunities, and Treats) analysis.
- **Planning**
 - Be sure all the participants understand the basics of the strategic planning;
 - Share agenda prior the sessions, along with any relevant reading materials;
 - Ensure all department heads are included in the process;

- Provide feedback and evaluation after each department meeting
- **The IT Strategy Plan Approach**
 - Snapshot of the current reality
 - Development of a future vision
 - Development of a plan to close the gap
 - Final report



4. EXPECTED DELIVERABLES

The Service provider shall,

- Be fully responsible for all work and services performed by its personnel staff on or offsite.
- To provide a comprehensive Information Technology Strategic Plan that includes the at least the following;
 - HDA's IT principles;
 - Goals and objectives;
 - Technology trends and enables;
 - Security;
 - Governance
 - Timelines

5. DURATION

The anticipated timeframe for the completion of this project is **two (2) months**

6. EVALUATION PROCESS

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the HDA has a policy for the appointment of service providers. The following table will demonstrate the criteria to be used for allocation of points for functionality as outlined above.

Bids scoring less than **70 points** of functionality will be set aside.

Table 1 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Qualifications	<ul style="list-style-type: none"> Team relevant qualifications (Provide CV's of the team) (15) points 	15
Experience	<ul style="list-style-type: none"> Proven experience and track record in similar initiatives (15) points 	15
References	<ul style="list-style-type: none"> Previous assignments in similar initiatives (Provide at least 5 contactable references and testimonials (30) points 	30
Interpretation of brief	<ul style="list-style-type: none"> Creative approach (15) points Conceptual approach (15) points Understanding of the brief (10) points 	40
TOTAL		100

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

Table 2 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed Budget Breakdown	80
B-BBEE Status Level Verification Certificate from accredited verification agencies.	B-BBEE Level Contributor	20
TOTAL		100

6. GENERAL

6.1. Below are compulsory requirements for this service

6.1.1 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.

6.1.2 Kindly submit the following documents:

- A company profile
- CSD registration report (Registration with the National Treasury Central Supplier Database, 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.
- Quotation (All quotations/price proposals must be valid for the duration of the service.

6.2. Further information regarding supply chain matter and queries can be send via email to: ephraim.mathiba@thehda.co.za or at Tel: 011 544 1000

6.3. Further information regarding technical matters and queries can be send via email to: keegan.pillay@thehda.co.za or at Tel: 011 544 1000.

7. TERMS AND CONDITIONS

7.1. 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.

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

8. SUBMISSION OF PROPOSAL

8.1. Proposals should be submitted in a sealed envelope clearly marked **“Request for proposal to develop a 5 years information technology strategic plan :RFP/JHB/2017/001** and deposited in a tender box on or before the **05 May 2017**, not later than **12H00** to the following address

**The Procurement Specialist
The Housing Development Agency
Block A, 6-10 Riviera Road, Killarney, 2193
Tel: 011 544 1000**

- 8.2 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.