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Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR PROPOSALS

Human Settlements Strategy for Labour Sending Areas

RFP/JHB/2018/001

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12:00 NOON ON 20 APRIL 2018

1. Introduction and Background

The Housing Development Agency (HDA) is a national public development agency that promotes sustainable communities by making well-located land and buildings available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and buildings and releases it for development. In addition the HDA provides project delivery support services to organs of state at local, provincial and national level.

As part of its legislative mandate, Section 7 of the Housing Development Agency Act, (Act No. 23 of 2008) requires the Agency to, amongst others, undertake any processes relating to approvals required for housing development, prepare necessary documentation for consideration and approval by the relevant authorities, monitor progress of the development of immovable property acquired for the purposes of creating sustainable human settlements.

The HDA has been appointed by the National Department of Human Settlements as the programme manager for the revitalization of mining towns programme within the context of human settlements.

The objectives of the human settlements component of the intervention require the transformation of the mining towns through the creation of sustainable integrated human settlements.

The programme, in its articulation, should intervene and outline clear outputs in terms of the following broad thrusts:

- Fast-tracking and supporting existing human settlement projects in the mining towns areas;
- Identification of suitable areas of further areas of investment taking into account the human settlement conditions in the identified mining town;
- Identification of partners for implementation

The other component of the Mining Towns Programme is the link between mining towns and the labour sending areas¹. The critical area of strategy is the understanding of the kinds of human settlements interventions in labour sending areas that have direct impact on mine labourforce. It should be borne in mind that the intention of the strategy is not to discourage the natural movement of people from the labour sending areas to other regions, but the analysis and development of strategic interventions and options to meet the housing needs of the existing labourforce in their area of origin. This should focus on both state and private

¹ Areas from which majority of the mine labour force originate.

sector/employer assisted housing support strategies and tools.

2. Objectives of the Project

- Development of a human settlements and housing support systems for miners in labour sending areas.
- To review and analyze the housing assistance support systems and interventions for mine labourforce in the labour sending areas.
- To link the housing interventions strategy in labour ending areas and the current mining regions and options in these areas.

3. Scope of Works

- 3.1. Analysis of the housing and accommodation challenges for mineworkers in the current mining regions and the labour sending areas (Eastern Cape labour sending areas).
- 3.2. Analysis of the current housing and accommodation assistance, practices, methodologies and framework for mineworkers in labour sending areas (Case Study).
- 3.3. Analysis of the package of existing and proposed support systems and tools for mineworkers' housing and accommodation in labour sending areas.
- 3.4. The strategy shall outline the condition assessment/requirements (level of service, rural/tribal land, urban land, status and title to land etc) to support each form of accommodation and housing assistance.
- 3.5. Review the funding instruments for rural housing support (Development Finance Institutes) and how these can be used and aligned to employer housing assistance or any other support relating thereto.

4. Methodology and Work-plan

- 4.1. In order to ensure coherence, this project shall be managed by a single entity. In the event the bidder wishes to partner with other specialist, this should explicitly be made clear.
- 4.2. The project plan and methodology must clearly outline and define the process plan of executing the project including demonstrating capacity in understanding the employee housing support schemes for the mining industry;

- 4.3. The service provider must outline the project plan, extent and the costs associated with the activities or tasks;
- 4.4. The service provider shall provide a workable and practical work-plan for project implementation;

5. Required Expertise

- 5.1. In-depth and robust human settlement planning and policy knowledge (subsidies and application) and expertise and demonstrable track record
- 5.2. Expert knowledge in employee housing support schemes, especially that of the mining industry
- 5.3. Understanding of mining and housing strategies of different mining companies and demonstrable track record.
- 5.4. Preference will be given to good academic research background and demonstration of empirical research methods as well as understanding of development funding systems i.e. rural housing finance etc.

6. Reporting and Consultations

The HDA will set-up an oversight committee consisting of key HDA staff for the project. The project will be managed by a programme manager assigned to the project from within the HDA.

The successful service provider shall:

Furnish the HDA with the final reports as follows:

- Three copies of the printed and wire ring binding of the full documents in A4 or A3 format – the compilation graphics and maps may be provided in the same paper size of the main documents; and
- Three CDS containing high resolution versions of the report in source document format as well as pdf;

Ownership and publication of deliverables – The HDA will become the owner of all data collected, reports, unique indicators tailored for use by the HDA, furnished and/or compiled by the service provider during the course of and for the purposes of executing the agreement. To the extent that copyright in any intellectual property compiled by the service provider during the course of and for purposes of the agreement vests with the service provider, such copyright will become the property of the HDA, unless otherwise agreed by the HDA in writing.

Confidentiality - information gathered and data used by the service provider shall remain confidential.

7. Duration of the Project

It is anticipated that the project will take a maximum of 3 months to complete.

8. Evaluation Process

8.1. 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. **Any proposals scoring below 70% of the points noted in the table below will be disqualified for the second evaluation.** 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 B-BBEE as per the PPPFA.

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

Table 1 – Functionality Criteria

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company profile and individual team members (CVs)	<ul style="list-style-type: none"> • Relevant qualifications in planning/development management/Public policy • Postgraduate an added advantage 	10
	Previous work in: <ul style="list-style-type: none"> • Development Planning and Policy (10) • Housing policy and mine housing strategies (10) • Mining towns (10) • Empirical Research work(20) 	50
Approach methodology and	<ul style="list-style-type: none"> • Methodology, time frames for delivery and clear understanding of information to be collected and the rationale thereof 	40
Total		100

8.2. The following criteria will be used for point's allocation for price and B-BBEE compliance on a 80/20 point system:-

Table 2 – Price & 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

The HDA proposal will be evaluated as per PPPFA regulations.

9. Terms and Conditions

The HDA undertakes to pay in full within thirty (30) days of all valid claims for work done to its satisfaction and upon presentation of a substantiated claim/invoice.

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

10. Submission of proposals

Proposal should be submitted in a sealed envelope clearly marked “**Human Settlements Strategy for Labour Sending Areas**” and deposited in a tender box on or before the **20 April 2018**, not later than **12H00** to the following address:

**Attention: Procurement Specialist
The Housing Development Agency, Block A,
Riviera Office Park
6-10 Riviera Road
Killarney, Johannesburg**

10.1. Further information regarding technical matters can be sent to Thiathu Manenzhe via email to: Thiathu.manenzhe@thehda.co.za or Tel: 011 544 1000

10.2. Further information regarding supply chain matters and queries can be sent to Sindisiwe Mveli via email to: Sindisiwe.mveli@thehda.co.za or Tel: 011 544 1000

10.3 Proposals must be accompanied by:

- 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.
- Proposal / Quotation

Failure to submit all required documents will lead to disqualification of the tender.

10.4 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 consultant.