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**REQUEST FOR QUOTATIONS
FOR
THE MACHIBIZA BUILDING (HOUSE) RECTIFICATION AND COMPLETION OF
WORKS**

RFQ/KZN/2019/004

**QUOTATIONS TO BE SUBMITTED BY
NOT LATER THAN
12 NOON ON 25 OCTOBER 2019**

COMPULSORY SITE BRIEFING SESSION

DATE: 22 OCTOBER 2019

**VENUE: BUILD IT, EDENDALE
3200 DAMBUZA ROAD, EDENDALE
PIETERMARITZBURG, 3200**

TIME: 11:00

**NB: FAILURE TO ATTEND THE COMPULSORY BRIEFING SESSION WILL LEAD TO
AUTOMATIC DISQUALIFICATION**

RFQ/KZN/2019/004

1. INTRODUCTION & BACKGROUND

The Housing Development Agency (HDA) is a national public development agency that promotes sustainable communities by making well-located and appropriately-planned 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.

Section 7(2) (d) of the Housing Development Agency Act (HDA), Act 23 of 2008 requires the HDA to introduce and manage a land inventory and information system in support of the identification and acquisition of state, privately and communally owned land which is suitable for residential and community development.

2. AREA / LOCATION

The subject site is located in Machibisa, Edendale Township, Pietermaritzburg Kwa Zulu Natal next to Henryville Primary School.

3. OBJECTIVE OF THE PROJECT

The objective of the service is to complete the remaining works and rectify the defects of a 40m² house.

4. SCOPE OF WORK

The appointed service provider will undertake the following works:

- Completion of the electrical fittings, DB Board wiring and the issuing of the C.O.C. as per the protocol.
- Proper securing of the roof superstructure and anchoring to the wall plate to the satisfaction of the employer.
- Replacement of external doors.
- The rectification of the eaves hangs as per the norms and standards.
- Making good of the collapsing plaster and paintwork on the exterior walls.
- Rectification of apron slab.

4.1. General Notables

- The contractor shall ensure that its team has relevant expertise and have necessary equipment and support to undertake the work.
- No upfront payment will be done. The contractor will only be paid upon completion of work.
- The contractor must be within the 30 km radius.
- Compulsory site briefing is a mandatory requirement for this quotation.

5 DURATION

The expected project duration is **2 weeks (14 days)** from the date of receipt of appointment letter.

6 EVALUTATION PROCESS

Bidders will be evaluated in two stages, mandatory compliance and functionality requirements and in terms of the prevailing supply chain policy applicable to the HDA.

7. MANDATORY COMPLIANCE REQUIREMENTS

The bidder must submit the following documents / information together with the bid proposal;

- 7.1 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/>)
- 7.2 Valid Tax Clearance. Where Consortiums, Joint Ventures or Sub-Contractors are involved each party must submit a separate Tax Clearance.
- 7.3 Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.
- 7.4 Valid or Original NHBRC compliant Certificate.
- 7.5 Valid Grade 3GB CIDB or more service provider
- 7.6 SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website:
www.thehda.co.za/procurement under compliance checklist.
- 7.7 Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.
- 7.8 The following certificates / information may be provided with the bid proposal;**
 - 7.8.1 Company Registration Document (CIPC),
 - 7.8.2 Copy of Certificate of Incorporation (if tenderer is a Company), eg.CM1,

CM29, or CM44,

7.8.3 Copy of Founding Statement (if tenderer is a Closed Corporation),eg. CK1 or CK2,

7.8.4 Copy of Partnership Agreement (if tenderer is a Partnership),

7.8.5 Copy of Identity Document (if tenderer is a One-man concern).

8. EVALUATION IN TERMS OF 80/20 PREFERENCE POINTS SYSTEM

8.1.1 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. 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 **80/20** Preference Point system will be applicable where:

A maximum of 80 points is allocated for price on the following basis: **80/20**

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

8.1.2 The evaluation will be conducted in line with HDA's Supply Chain Management Policy. HDA is not bound to accept any application or to furnish any reasons for the acceptance or rejection of a quotation.

8.1.3 HDA reserves the right to seek clarification or further information from applicants and to appoint professionals to advise on aspects of the quotations submitted and HDA reserves the right to negotiate a final proposal with any of the quotations.

8.1.4 SCORING FINANCIAL OFFERS

8.1.4.1 The financial offers of remaining responsive tender offers will be scored using the following formula:

$$N_{FO} = W_1 \times A$$

where: N_{FO} is the number of tender evaluation points awarded for the financial offer.

W_1 is the maximum possible number of tender evaluation points awarded for the financial offer.

A is a number calculated using the formula and option described in Table 3 below

Table 3: Formulae for calculating the value of A

Formula	Comparison aimed at achieving	Option 1 ^a	Option 2 ^a
1	Highest price or discount	$A = \frac{(1 + (\frac{P - P_m}{P_m}))}{P_m}$	$A = \frac{P}{P_m}$
2	Lowest price or percentage commission / fee	$A = \frac{(1 - (\frac{P - P_m}{P_m}))}{P_m}$	$A = \frac{P_m}{P}$
A	P_m is the comparative offer of the most favourable tender offer. P is the comparative offer of tender offer under consideration.		

8.1.5 Calculating of points for B-BBEE status level of contribution

1.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

9. SUBMISSION OF QUOTATIONS

9.1 Bids must be sealed, externally endorsed with the Project Name and Bid No, and be submitted on or before the **25 October 2019** by no later than **12h00** to the following email address: Procurement@thehda.co.za or Sindisiwe.Mweli@thehda.co.za

9.2 Further information regarding supply chain matters and queries can be sent via email to: Sindisiwe.Mweli@thehda.co.za or at tel: 011 544 1000.

Further information on the technical specifications and queries can be sent via email to: Teddy.vukeka@thehda.co.za or tel 031 335 7300

10. Compulsory site briefing session to be held at the following address and date:

Date: 22 october 2019

Venue: build it, edendale

3200 Dambuza road, Edendale

Pietermaritzburg, 3200

Time: 11:00

For more information regarding the site briefing kindly contact **Teddy Vukeka on 082 609 0750** or **Lungisani Njoko on 073 671 1213**

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ANNEXURE 1: Bill of Quantities

NB: The rates shall include full compensation for providing all labour, material and equipment required to carry out the work, for all preparatory work, for all additional costs to repair, re-fix, remove, cutting into, realign, taking off, temporary store, etc. and for carrying out the work scheduled in the work as new to match all existing work and/or finishing off and cleaning up when the work has been completed.

- Material items are inclusive of all material, profit, overheads, etc.
- All rates and prices on items to exclude VAT, Total VAT to be included at the bottom of the document
- Labour costs are inclusive of any work that could be done on Sundays and public holidays.
- All items disconnected or removed to allow inspections or work to be done, are to be reconnected to its original positions by the contractor and any damages done will be at contractors costs

Item No.	Description	Unit	QTY	Rate Rands	Total Price
1.	Repair/Rewire DB board Inspection and testing of electrical installation, distribution board and all circuits fed from DB Issuing of Electrical Compliance Certificate (CoC) as per the standards	Sum	1		
2.	Roof anchoring with Galvanized Hoop iron	No	24		
3.	Replacement of external doors (Solid six panel timber	No	2		

	door)				
4.	Replacement of roof sheets-Galvanized IBR roof sheets (roof eaves hang)	m2	5		
5.	Paintwork -External	m2	72		
6.	Plasterwork – External (PVA Undercoat & top coat water based paint to match the existing)	m2	72		
7.	Apron re-instatement	m3	1		
	Total				
	VAT if Applicable				
	Total amount quoted				