



REQUEST FOR TENDER

**THE APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE RECTIFICATION OF
TITLE DEEDS AND THE TRANSFER OF PROPERTIES FOR THE HISTORICAL
PROJECTS IN N2 GATEWAY PROJECTS IN WESTERN CAPE.**

RFP/CPT/2018/003

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN 12H00
ON 14 JUNE 2018**

1. PURPOSE

The HDA has in its possession title deeds for N2 Gateway projects, these properties were transferred as far back as 2009. There are a number of properties which were transferred incorrectly. HDA seeks to secure the services of an experienced Conveyancer to assist the Housing Development Agency (HDA) to deal with the rectification of title deeds. Some of the properties were transferred to the incorrect beneficiary and in some title deeds the personal information is incorrect i.e. erf number or Id number. This assignment will focus on getting the beneficiaries to sign the correct Deeds of Sale with the correct personal information expediting the process of transfers for beneficiaries of this Human Settlements Development Project known as the N2 Gateway in Western Cape. This exercise will be implemented in partnership with the Western Cape Provincial Department of Human Settlements, Housing Development Agency (HDA) and the City of Cape Town.

2. THE HOUSING DEVELOPMENT AGENCY (HDA)

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 communities by making well-located land and buildings available for the development of housing and human settlements. As part of its legislative mandate, the Act provides for the Agency to assist organs of state with the upgrading of informal settlements.

3. SCOPE OF WORK

Execution of works will be in Western Cape on N2 Gateway projects for Delft Symphony Precinct 1&2, 4&6, 7-9, and New Rest in Gugulethu.

Service providers will be appointed on the basis of the specialised and proven knowledge of the task. Service providers who wish to be appointed on this assignment must be registered on the supplier database of the HDA. The work to be done is twofold, first part being the rectification of title deeds and second part being the actual registration of properties. Both rectification and transfers will require certain personal documentation to be attached. There is a fair amount of community engagement linked to implementing this mandate. The collection of documents like municipality services rates account and other important documents like marriages and death and divorce certificates will be conducted by contacting the beneficiaries including visiting each house in the above areas to collect the required information. The service provider will be paid per fully completed rectified title deed. All the above are to have valid supporting documentation properly identifying the beneficiaries and or occupants of the houses.

The prospective service provider will have to achieve the following deliverables:

- 1) Rectification of title deeds. Deregistration and re-registration of incorrectly transferred properties. Prepare and submit a complete record of rectified deeds.
- 2) On transfer of properties, the, HDA will provide the service provider with the signed deeds of sale. After receiving Deeds of Sale from HDA the service provider will commence with the lodgement process.
- 3) On the reports, the Service providers will prepare and submit progress reports as will be required by the HDA, in a MS Excel format. As the final milestone a close out report is expected from the service provider
- 4) On the outputs, the service provides will deliver the registered title deeds to HDA.

Deliverable One: Rectification of Title Deeds

Annexure A to this document provides the list of 26 rectification cases with the exact problem. The service provider will be expected to contact the beneficiaries telephonically for signing of deeds of sale. Contacting beneficiaries will include to physically visiting them at home if they cannot be reached on the phone. The service provider will apply for the rates clearance certificates where applicable. Facilitate de-registration and re- registration of deeds. Collection of the required documentation from Municipalities will be the responsibility of the service provider and making copies of all the required documents i.e. Id documents of applicant and spouse, death certificates their marriage certificates or divorce papers, where applicable. The service provider should provide a detailed report on the properties where transfer cannot take place and provide reasons. The service provider will be expected to provide a template that will be used to record the properties where transfers cannot take place and the effort made to affect the transfer.

Table below demonstrates the area and the total properties to be transferred per area.

Project	Qty
Rectification Transfers	26
TOTAL	26

Deliverable Two: Transfer of properties

The service provider will get the signed deeds of sale from HDA. The service provider will apply for the rates clearance certificates where applicable. Conduct deeds office search and FICA verifications. Collection of the required documentation will be the responsibility of the service provider and making copies of all the required documents i.e. Id documents of applicant and spouse, death certificates their marriage certificates or divorce papers, where applicable. If there is an outstanding information or a need to sign a new deed of sale then the service provider should contact the beneficiaries including visiting the property in order to obtain the required information.

Project	Qty
Delft precinct 4 & 6	125
Deft precinct 7-9	224
Delft precinct 601	64
Delft precinct 1 & 2	6
New Rest	189
TOTAL	608

Deliverable Three: Reports

The service provider will compile a report and should detail the number of deeds of sale successfully submitted and ultimately the list of properties successfully registered.

The service provider will be expected to provide a template that will be used to record the properties where transfer cannot take place and the effort made to affect the transfer. As a final milestone a service provider will submit a close out report to HDA.

Deliverable Four: Outputs

The service provider is expected to facilitate 26 rectification transfers. Where the entire 26 could not be rectified, a service provider will furnish a list of those properties with the reasons for the unsuccessful rectifications. For the straight transfers, a service provider will deliver the original title deeds to HDA office in Cape Town.

3.1 Institutional Arrangements

The service provider is required to engage directly with the affected beneficiaries, with the assistance of HDA. It will be required to outline key professional individuals or teams that will be responsible for each component of the scope defined above. Information of the individuals or teams should be supplied, i.e. their contact details, qualifications, experience and professional background. This information should be supplied together with the implementation plan and the programme with clear timeframes.

4. METHODOLOGY

It is envisaged that the service provider will make use of secondary/existing data sources in conducting this assignment. It is the aim of the HDA to secure the services of the conveyancing firm who possess relevant and applicable subsidy administration and beneficiary management skills and related experience in the area of affordable housing. The service provider's submission shall provide a concise methodology of the intended implementation plan taking community dynamics into consideration as well as responsible programming and a close out report.

The service provider must supply a detailed methodology. This must include:

- A step by step process for rectification and for Transfer process.
- A statement on how the service provider understands the requirements of this assignment.
- An indicative plan of the service provider's approach, referring to the assignment milestones and timeframe (Program).
- A clear statement of available expertise and capacity to match the requirements of this assignment.
- An indication of any innovative approaches and 'value-added' initiatives that the service provider may think appropriate.

5. MILESTONES

Milestone
1: Rectification of transfers
2: Transfer of properties
3: Submission of reports
4: Outputs

Note: Time taken by the Project Manager to review the written reports and provide comment between the deliverables is not included in the estimated time)

5.1 Summary of Deliverables

The service provider is expected to produce the following deliverables:

- An implementation plan outlining key activities against timeframes.
- Registration and de-registration process (overall).
- An assignment close-out report, detailing outputs and issues arising per assignment.
- A report of those title deeds that could not be rectified and a detailed register of efforts made per assignment.

6. TIMEFRAMES AND REPORTING

The conclusion of assignments should be completed within or by the end of the 6 months window allowed for. This timeframe is valid once the SLA has been signed by the HDA and the service provider /s.

A Service Level Agreement will be entered into between the successful service provider and the HDA to manage the quality of the service. In terms of reporting, the service provider will be required to:

- Provide the Project Manager with monthly status reports documenting progress of the project.
- Attend meetings with the HDA's Project Manager at the request of HDA
- Provide status reports on the progress of the project when requested by HDA
- When submitting progress payments ensure that all payments certificates are accompanied by a payment schedule (payments are made for number of completed documents as per payments scheduled beneficiary)

7. KNOWLEDGE AND EXPERTISE OF THE SERVICE PROVIDER

The service provider must demonstrate the following characteristics as an indication of its capacity and readiness to implement the assignment:

- Must be a registered conveyancing firm of attorneys
- Must have at least 5 -10 years' experience in the field of Human settlements development with emphasis on affordable housing development. Working

knowledge and proven experience in Housing Subsidy Systems (HSS), Qualification Criteria, Subsidy administration and beneficiary management.

- Promotion of integration-multi-sector interventions from other government departments
- Knowledge of the Housing Act 107 of 1997, and other related legislation regarding human settlements,
- Proven record of previous experience in affordable housing projects
- Proven experience in working with different communities in housing development
- Proficiency in the use of standard word processing, web browsers, spread sheets and presentation software.
- Must demonstrate institutional capacity to successfully carry out an assignment of this nature.

In an event of a bid from a multi-disciplinary team, it is the responsibility of the lead consultant to appoint and manage all other sub-consultants.

PRICING SCHEDULE

PRICING SCHEDULE				
Item	Description	Quantity	Rate	Total
1	RECTIFICATION OF TITLE DEEDS, refer to Annexure A	26	R	R
2	TRANSFER FEES		R	R
	Delft Precinct 4 & 6	125	R	R
	Delft Precinct 7-9	224	R	R
	Delft Precinct 601	64	R	R
	Delft Precinct 1& 2	6	R	R
	New Rest	189	R	R
3	DEEDS OFFICE FEES			
	Delft Precinct 4 & 6	125	R	R
	Delft Precinct 7-9	224	R	R
	Delft Precinct 601	64	R	R
	Delft Precinct 1& 2	6	R	R
	New Rest	189	R	R
4	RATES CLEARANCE FEE			
	Delft Precinct 4 & 6	125	R	R

	Delft Precinct 7-9	224	R	R
	Delft Precinct 601	64	R	R
	Delft Precinct 1& 2	6	R	R
	New Rest	189	R	R
5	FICA & Verification fee			
	Delft Precinct 4 & 6	125	R	R
	Delft Precinct 7-9	224	R	R
	Delft Precinct 601	64	R	R
	Delft Precinct 1& 2	6	R	R
	New Rest	189	R	R
	Sub -Total 1 (Item 1 - Rectification)			R
	Sub -Total 2 (Item 2 -5)			R
	15% VAT (Attorney fees)			R
	TOTAL TENDER PRICE			R

8. EVALUATION PROCESS

8.1. In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the HDA will adhere to its policy on the appointment of services providers.

The following functionality criteria will be used for evaluating the tender.

- The benchmark of minimum **70 points** out of 100 points on technical functionality will be the cut off to qualify for further evaluation
- Those that qualify will be assessed using the **80:20** formula for Price and **B-BBEE** as Per the PPPFA

Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Lead Company profile (Attach Organogram)	Company profile (s) to be submitted (in case of a joint venture, all companies must submit separate profiles) indicating the lead company	10

	plus relevant CV's	
Methodology & Approach	Demonstrable skills and capacity, level of relevant knowledge and experience in relation to beneficiary management. Adequacy and completeness of skills of team presented and fit for task.	50
	Related work of the lead company and specifically work experience in the Western Cape and government work. List of previous projects	40
TOTAL		100

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

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

NB: Service providers may be requested to clarify information in their proposal. This information must be supplied to HDA free of charge.

9. GENERAL

Below are compulsory requirements for this service.

- a. It is important to note that the successful service provider will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.

- b. Kindly submit the following compulsory documents:
- Registration with the National Treasury Central Supplier Database(CSD Report), 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.
 - Quotation
- c. Further information regarding supply chain matter and queries can be sent via email to: Sindisiwe.mweli@thehda.co.za
- d. Further information regarding technical matters and queries can be sent via email to: lindilizwi.mngxekeza@thehda.co.za

10. TERMS AND CONDITIONS

- 10.1.** 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.
- 10.2.** No payment will be made where there is an outstanding information/work by the service provider/s.

11. CLOSING DATE

11.1 Tenders should be submitted on or before the **14 June 2018** by no later than **12h00** to the following address:

**The Procurement Specialist
The Housing Development Agency
6-10 Riviera Road Office Park
Killarney
2193**

11.2 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.