



REQUEST FOR TENDER

**THE APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE DOOR TO DOOR
DISTRIBUTION OF TITLE DEEDS IN N2 GATEWAY PROJECTS IN DELFT, JOE SLOVO
IN LANGA AND BOYSTOWN IN CROSSROADS , WESTERN CAPE.**

RFP/CPT/2018/004

**TENDERS 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 whose owners are missing and therefore the title deeds cannot be collected. Before HDA can take the title deeds to the Developer (PDHS) for deed filing, a certainty needs to be established that the owners are no longer staying in the houses. HDA seeks to secure the services of a service provider to undertake door to door distribution of title deeds in the Delft Precinct 1&2, 4& 6, 601 and 7-9. Some of the people have passed away and some have relocated to other provinces. This assignment will focus on getting the information of the beneficiaries who are currently occupying the properties and also to establish the whereabouts of the original beneficiaries. 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, Joe Slovo in Langa 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 distribution of title deeds may 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 Identity documents, marriages and death certificates will be conducted by contacting the beneficiaries during the visit to each house in the above areas to collect the required information. The service provider will be paid per distributed title deed. The copy of ID book of the owner together with the signed acknowledgement of receipt letters will act as the proof that the title deed was delivered to the correct beneficiary. In cases where the registered owner has relocated and left the house for any reasons, the service provider should obtain the personal information of the occupant including contact details.

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

1. Deliver the title deeds to all the properties in Delft. Obtaining the supporting documents and to have the acknowledgement of receipts letters
2. Submit the personal information of the occupant in all the properties where the owner has relocated or no longer occupying the said property.
3. Service providers will prepare and submit progress reports as will be required by the HDA, in a MS Excel format.

Deliverable One: Distribution of title deeds

The service provider will be expected to deliver title deeds door to door. Where it is practical, the service provider should contact the beneficiaries telephonically to arrange suitable time for delivery of title deeds. Contacting beneficiaries will include to physically visiting the beneficiary at home if cannot be reached on the phone. The service provider will collect ID, Marriage & Death certificates, Final Divorce decrees where applicable. Collection of the required documentation will be the responsibility of the service provider and making copies of all the required documents i.e. ID books of applicant and spouse, death certificates, marriage certificates or divorce papers, where applicable. The service provider should provide a detailed report on the properties where distribution is not practical or possible and provide reasons. The service provider will be expected to provide a template that will be used to record the properties where distribution cannot take and the effort made to attempt to distribute.

Table below demonstrates the total number of title deeds to be distributed per area.

Project	Qty
Delft Precinct 4 & 6	192
Delft Precinct 7-9	424
Delft Precinct 601	85
Delft Precinct 1 & 2	769
Delft Infill sites	153
Joe Slovo - Langa	332
Boystown - Crossroads	350
Total	2305

Deliverable Two: Recording of the personal details of the occupants

The service provider will get the list of title deeds to be distributed from HDA. In the houses where the registered owners are no longer occupying the houses then the service provider is

expected to record the details of the occupants and the reasons why the original occupant is not in the house anymore

Deliverable Three: Reports

The service provider will compile a report should detail the number of title deeds successfully distributed and ultimately the list of properties with current occupants details.

The service provider will be expected to provide a template that will be used to record the properties where title deeds cannot be delivered and the reason thereof.

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 or professional background. This information should be supplied together with the implementation plan and the programme with clear time frames

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 service provider with relevant 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 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: Distribution of Title deeds
2: Verification of current occupants
3: Submission of reports

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
- Distribution of title deeds in Delft, Joe Slovo in Langa and Boystown in Crossroads.
- An assignment close-out report, detailing outputs and issues arising per assignment
- A report of those title deeds that could not be delivered 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 reports per 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 have done similar work before.
- 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				
Distribution of title deeds				
Item	Description	Qty	Rate	Total
1	Distribution of title deeds in Delft Precinct 4 & 6	192	R	R
2	Distribution of title deeds in Delft Precinct 7-9	424	R	R
3	Distribution of title deeds in Delft Precinct 601	85	R	R
4	Distribution of title deeds in Delft Precinct 1 & 2	769	R	R
5	Distribution of title deeds in Delft Infill sites	153	R	R
6	Distribution of title deeds in Joe Slovo	332	R	R
7	Distribution of title deeds in Boystown, Crossroads	350	R	R
Total title deeds		2305	R	R
Sub Total A (Items 1- 7)				R
15% Vat				R
TOTAL				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

RFP/CPT/2018/004

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 plus relevant CV's	10
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.mngxekenza@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.

RFP/CPT/2018/004

