

HDA  
2<sup>nd</sup> Floor  
1 Drive  
Megawatt Park  
Sunninghill  
Gauteng



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**REQUEST FOR QUOTATIONS**

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**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR AERIAL DATA  
SURVEY ON REMAINING EXTENT OF FARM HARTBESFONTEIN B 410 JQ  
SITUATED WITHIN THE JURISDICTION OF MADIBENG LOCAL MUNICIPALITY,  
NORTH-WEST PROVINCE**

**RFQ/NW/2023/006**

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**QUOTATIONS TO BE SUBMITTED BY**

**NOT LATER THAN**

**11H00 21 August 2023**

## TERMS OF REFERENCE

### 1. INTRODUCTION

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. Further, the HDA provides project delivery support services to organs of state at local, provincial and national levels. Informal settlements upgrading, Township establishment and project management services are of particular focus for the organisation.

### 2. PURPOSE

The purpose of this report is to secure the services of a Registered Professional Land Surveyor and Town and Regional Planner to undertake the area data survey/ fly over the Sonop area and produce an in-situ preliminary layout plan for the informal settlement. (map indicating the site boundary is attached as Annexure A). The area map is required to obtain the most up-to-date aerial photo of the site.

#### 2.1 Property Description & locality

2.1.1. The property descriptions for the area data survey/ fly over site are as follows:

MUNICIPALITY	PROPERTY DESCRIPTION	EXTENT (HA)
Madibeng Local Municipality	A portion of the Remaining Extent of Farm Hartbeesfontein B 410 JQ	347.2604

*NB. Locality plan attached as "Annexure A"*

### 3. PROJECT OBJECTIVE

The objective of this assignment is to obtain the most up-to-date bird's eye view/ aerial photo of the Sonop area to ultimately produce an in-situ preliminary layout plan for the informal settlement.

### 4. SCOPE OF WORK

The scope of work for the assignment consists of the following;

- 4.1. Aerial Data Survey with the following specification:
  - 4.1.1. Ground resolution of 3 cm per pixel;
  - 4.1.2. High-quality Ortho-mosaic accuracy;
  - 4.1.3. Lateral overlap to be reasonably provided for; and
  - 4.1.4. Frontal overlap to be reasonably provided for.
- 4.2. Topographical survey base plan ( with contours and all features onsite including Servitudes)
- 4.3. In-situ preliminary layout plan

*NB: Refer to the locality maps for the site boundary*

## 5. DELIVERABLES & OUTPUTS

In accordance with the relevant standards and procedures for professional practice, and the contracted scope of work, the professional service provider will submit and make an oral presentation on the following outputs and deliverables:

- Inception Report;
- Up-to-date aerial photo;
- Topographic plan/ base map and ;
- In-situ preliminary layout plan

*NB: All reports are to be submitted in both soft/electronic (shape files DWG/DXF) and hard copies.*

## 6. DURATION

The anticipated timeframe for the completion of this project is **3 (three) months**.

## 7. TEAM COMPOSITION

The appointed consultant is advised to propose his/her team composition based on the scope of work as defined in section 4.

## 8. EVALUATION PROCESS

8.1. The HDA needs to be satisfied, in all respects, that the organisation selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.

- The evaluation of the bids will be done in a two-stage process
- The **first stage** will be an evaluation of bids on functionality which consist of technical evaluation during this stage bids that did not meet the threshold for functionality will be disqualified and will not be considered for the **second stage** of evaluation (Price and Specific Goals points)
- The benchmark of a minimum **70** points out of 100 points on **technical capability** will be the cut-off to qualify for further evaluation
- Those that qualify will be assessed using the **80:20** formulas for Price and Specific Goals as per the PPPFA
- The general methodology of selection will be that proposals will be evaluated on their technical ability to perform the task. **Any proposals scoring below 70% of the points noted in the table below will be disqualified.**

**Table 1 – Evaluation Criteria**

<b>CRITERIA</b>	<b>SUB-CRITERIA</b>	<b>WEIGHTING/ POINTS</b>
Company profile	Qualifications, Capacity, knowledge (Attach Organogram)	<b>10</b>
Company Director's Professional Registration	Director of the Company's registration with a professional as a Professional Land Surveyor (SAGC/PLATO) or Professional Town planner SACPLAN	<b>10</b>
Project Team Level of individual experience (Provide proof of professional registration)	<p><b>Professional land Surveyor:</b> (Good standing with (SAGC/PLATO))</p> <ul style="list-style-type: none"> <li>• 1-2 years' experience (3 points)</li> <li>• 3-4 years' experience (5 points)</li> <li>• 5 and above years' experience (15 points)</li> </ul> <p><b>Professional Planner:</b> (Good standing with SACPLAN)</p> <ul style="list-style-type: none"> <li>• 1-2 years' experience (3 points)</li> <li>• 3-4 years' experience (5 points)</li> <li>5 and above years' experience (15 points)</li> </ul>	<b>30</b>
Previous similar work done (Appointment letters with Proof of Surveying work completed.)	<p>Previous work on Aerial Data Survey or Topographical Survey. Provide Appointment letters accompanied by Proof of Surveying work completed.</p> <ul style="list-style-type: none"> <li>• 1-2 Projects (5 Points)</li> <li>• 3-4 Projects (10 Points)</li> <li>• 5 Projects (20 Points)</li> <li>• 6 and above Projects (30 Points)</li> </ul>	<b>30</b>
Approach, Methodology, Work Plan and Process	<ul style="list-style-type: none"> <li>• Allocation of resources and tasks. (5 points)</li> <li>• Deliverables and timeframes (5 points)</li> <li>• Methodology, roadmap and clear understanding of information to be collected and the rationale thereof (10 points)</li> </ul>	<b>20</b>
<b>Total</b>		<b>100</b>

The following criteria will be used for point's allocation for price and Specific goals compliance on an **80/20**-point system: -

**Table 2 – Price and Specific goals**

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed Budget Breakdown	80
Specific goal	Specific goals	20
<b>Total</b>		<b>100</b>

**Price Evaluation:** The evaluation for price will be done based on the following formula:

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps=80(1+(Pt-P_{max})/(P_{max}-P_{min})) \quad \text{or} \quad Ps=90(1+(Pt-P_{max})/P_{max})$$

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = Price of highest acceptable tender

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Rand value of offer tender consideration  
 Pmin = Rand value of lowest acceptable tender

**Specific Goals Evaluation:** A bidder must submit proof or documentation to claim points for specific goals. A bidder failing to submit proof or documentation to claim points for specific goals will be interpreted to mean that preference points for specific goals are not claimed. The bidder may not be disqualified but will score 0 points out of 20 for specific goals.

## 9. PRICING SCHEDULE

Item	Milestone	% Claim	Amount
1.	<ul style="list-style-type: none"> <li>• Data Collection</li> <li>• Inception Report</li> </ul>	20%	
2.	<ul style="list-style-type: none"> <li>• Up-to-date Aerial Photo</li> <li>• Topographical Survey/base map</li> </ul>	40%	
3.	<ul style="list-style-type: none"> <li>• Preliminary Layout Plan</li> <li>• Close out report</li> </ul>	40%	
<b>TOTAL BALANCE</b>		<b>100%</b>	

## 10. POINTS AWARDED FOR SPECIFIC GOALS

10.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

10.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 3: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of the state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The Specific Goals allocated points in terms of this tender	Number of Points	Proof / Documentation required to Claim Points for Specific Goals
<b>Size of Company (Maximum points = 7 points)</b>		
• EME	7	CSD and Sworn Affidavit
• QSE	5	CSD and Sworn Affidavit
• GE or others	3	Letter from Auditors or Authorised person confirming annual turn over
<b>Black Women Owned (Maximum points = 5 points)</b>		
75% - 100%	5	CSD and Sworn Affidavit
51% - 74.99 -	3	CSD and Sworn Affidavit
Below 51%	1	CSD and Sworn Affidavit
<b>Historically Disadvantaged South Africans* (maximum Points = 8)</b>		
<b>Youth (Maximum points 3)</b>	3	CSD
<b>HDSA</b>	2	CSD and Sworn Affidavit
<b>Disabled People</b>	3	CSD and Sworn Affidavit

**\*Historically disadvantaged South Africans refers to any person, category of persons, or communities disadvantaged by unfair discrimination before the constitution of the Republic of SA, 1993 (ACT No. 2000 of 1993 come into operations.**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (Tenderer to indicate by a cross or a tick against the selected specific goals)
<b>Size of Company (7)</b>		
• EME	7	
• QSE	5	
• GE	3	
<b>Black women (5)</b>		
75% - 100%	5	
51% - 74.99%	3	
Below 51%	1	
<b>Historically Disadvantaged South Africans* (maximum Points = 8)</b>		
Youth	3	
HDSA	2	
Disabled	3	

**NB: Please note that the bidder is required to indicate the number of points claimed on the above table.**

**The proposal will be evaluated as per PPPFA regulations.**

The HDA proposal will be evaluated as per PPPFA regulations.

## **11. REQUIREMENTS**

**11.1 Below are requirements for this service.**

- 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.
- Kindly submit the following documents:
  - 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, Attached)

**11.2 Further information regarding supply chain and technical matters and queries can be send via email to: [Naledi.Aphane@thehda.co.za](mailto:Naledi.Aphane@thehda.co.za) or at Tel: 011 544-1000**

## **12. Terms and Conditions.**

12.1 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.

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

## **13. SUBMISSION OF PROPOSALS**

Proposals should be submitted on or before the **21 August 2023** by no later than **11h00** to the following address:

**The Procurement Specialist  
The Housing Development Agency,  
Block B, 2<sup>nd</sup> Floor, 1 Maxwell Drive, Sunninghill, Megawatt Park, Johannesburg,  
2157**

13.1 The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any bid/proposal, and the HDA reserves the right not to appoint the service provider.

## **14. GENERAL**

- Preference will be given to North West-based service providers.
- 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.



- The HDA expresses that in the event of any service provider being appointed on this job, there is no expectation that any follow up work on this project will be granted to.

## Annexure A: Locality map

