

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 settlement. As its primary activity, the HDA identifies, acquires, holds, develops, and releases state, private and communal land for human settlements. As part of its processes, the HDA conducts property holding plans in order to identify and implement services and maintenance requirements to ensure the sustainability, security, and prevention of invasions on the properties in possession.

2. BACKGROUND INFORMATION

a. STATUS QUO

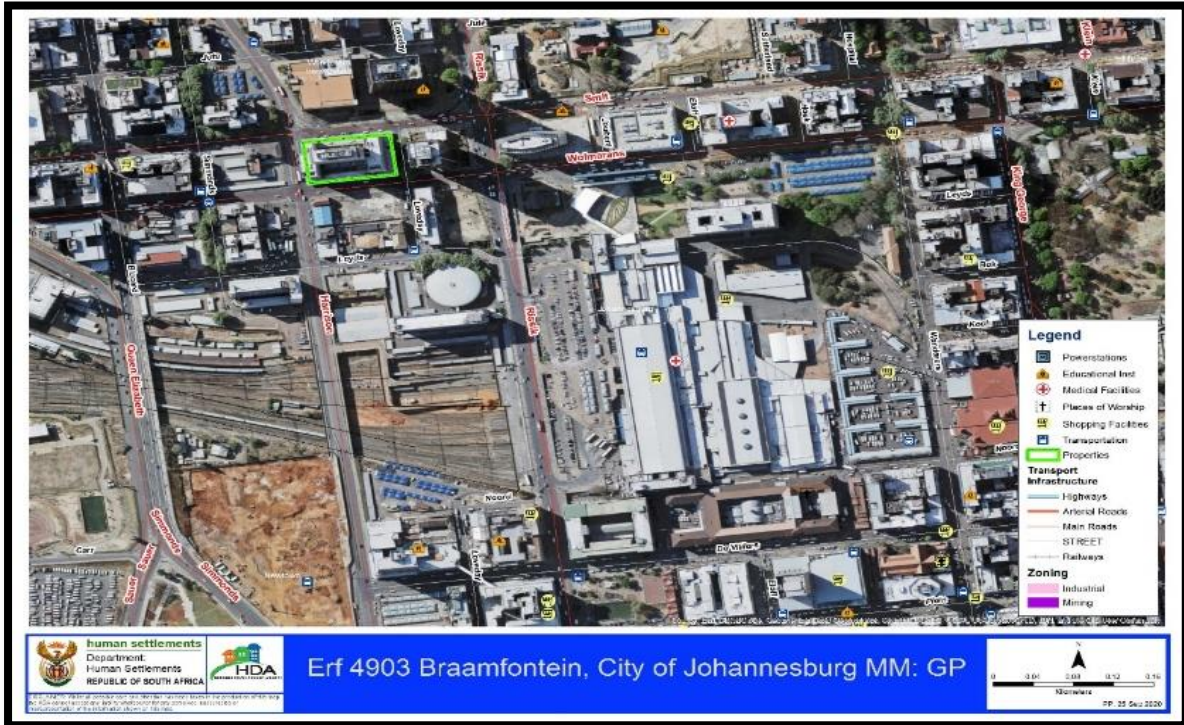
The HDA owns a property located on erf 4903 Johannesburg, in Braamfontein precinct within the jurisdiction of City of Johannesburg Metropolitan Municipality.

b. PROBLEM STATEMENT

The HDA Land Holding unit has started preparing the building for occupation by commercial businesses. One of the tasks identified to make the building occupancy compliant is the dewatering at the basement parking.

c. PICTORIALS

Location Map:



3. OBJECTIVE OF THE PROPOSED PROJECT

a. DESIRED OUTCOMES FOR CARRYING OUT THE PROPOSED PROJECT

Procurement of a service provider for the dewatering at the building.

b. PROJECT BENEFITS TO THE HDA

The provisions for an environmentally friendly building and to be in compliance with Occupational Health and Safety regulations.

c. CURRENT MECHANISMS IN PLACE TO ADDRESS THE PROBLEM

There are no other mechanisms in place to address the problem statement.

4. SCOPE OF WORK AND AREAS OF FOCUS

a. SCOPE OF THE DESIRED SOLUTION

The HDA requires competent service providers to:

- Dewatering the basement parking.

b. DETAILS ON THE PREFERRED SOLUTION

Procurement of a service provider for the dewatering at the basement parking

c. TARGETED AREA BY THIS PROJECT

The subject property, erf 4903 Braamfontein building, basement parking is the target area for this project.

d. EXTENT AND COVERAGE OF THE PROPOSED PROJECT

- The Braamfontein building is situated on Erf 4903 in Johannesburg CBD, with the street address, no.29 Wolmarans Street or 206 Smit Street and surrounded by Harrison and Loveday Streets in Braamfontein area within the Jurisdiction of City of Joburg Metropolitan Municipality, Gauteng, and commonly known as “Eskom building”.

Table 1: Property Profile

Property Description	Extent (Hectares)	Ownership (current)	Title Deed number
Erf 4903 Johannesburg	0.3721	Eskom	T4586/1956

5. SPECIFICATION OF THE WORKS REQUIRED

This specification covers the provision of a suitably contractor for the dewatering services at the subject property.

a. GENERAL REQUIRMENT

- There will be a **compulsory site briefing meeting** for this project to be held **09 February 2024 at 11h00 at the subject property, No.29 Wolmarans Street (Or 206 Smit Street) and surrounded by Smit, Harrison and Loveday Streets in Braamfontein area which is commonly known as “Eskom building”**. Failure to attend the site meeting will result in the bidder not being able to provide an informed price proposal and as a result will be automatically disqualified.
- The supplier is required to quote on the following;
 - i. Dewatering at the basement parking.
 - ii. Supply of the electrical generator.
 - iii. Servicing of dewatering sump pump.
- The validity period for quotation/price must be for ninety (90) days.
- The prices to be in Rands (including VAT if charged) and to be structured total cost per contract term of works of your company.
- Be fully responsible for all work performed by its personnel.

- Be expected to provide and maintain a clean, healthy, and hygienic working environment.
- Be expected to discharge all water into the municipal stormwater drainage.
- Provide and execute everything necessary for the works in accordance with industry standards and municipal by laws and regulations.
- Provide their own generator as the building has no electricity.
- The provision of all service provider's equipment, competent, and well-trained personnel.

b. EXPECTED DELIVERABLES

Service Provider shall:

- Be fully responsible for all work and services performed by its personnel.
- Ensure its supervisor report to the HDA the source of the water entry.
- Service provider is required to provide all labour, plant, equipment, personal protective equipment (PPE), and supervisor/s thereof.
- Prepare and submission of a detailed invoice for verification and approval by the HDA. The invoice will be paid subject to the receipt of the confirmation on completion of works by the HDA.
- Maintain a register for incidents, near misses risks and other incidents that may be of nuisance to the HDA.
- Ensure provision of all service providers' qualified, competent, and well-trained personnel, and supervision thereof, required for this works.

c. BOQ – Dewatering services (Braamfontein Building)

Note:

- The rates shall include full compensation for providing all labour, personal protective equipment (PPE), material, equipment, overheads, and supervision required to carry out the work.
- The price quotation shall be valid for the entire work and to be Rands (including VAT if charged).
- **In addition to below, the bidders are required to also provide the detailed price breakdown quotations in their company's letterheads.**

Table 2: Bill of Service Quantities

BILL OF SERVICE QUANTITIES: Dewatering services at the Braamfontein building				
Item	Description	Unit	Qty	Total Price
1.	Dewatering of basement parking	Sum	1	
2.	Supply and install 5KW (6.5KVA) three phase (380V @ 50 Hz) diesel generator. The generator running time to be between 4 to 6 hours.	Each	1	
3.	Service Sump pumps	Each	2	
	TOTAL – (excl. VAT)			
	15% VAT			
	Total including VAT			

6. EVALUATION METHODOLOGY

6.1. TRANSFORMATION PROCUREMENT

- a. The HDA may transform its procurement spend by utilising the specific Goals.

7.2 EVALUATION PROCESS

Table 4: Evaluation Process

EVALUATION PROCESS	
Stage 1	
Compliance	Administrative Responsiveness
	Substantive responsiveness (mandatory)
Stage 2 - Preference Points	
Price	80
Specific Goals	20
TOTAL	100

a. STAGE 1 – ADMINISTRATIVE AND SUBSTANTIVE RESPONSIVENESS

Table 5 – Administrative Compliance

No.	Description of requirement	
Standard returnable document		
a)	CIDB grading of 2 SO or higher	
b)	Letter of Good Standing: Compensation for Occupational Injuries & Diseases Act (COIDA)	
c)	Price Breakdown quotation on service provider's letter head document.	
Non-Standard Returnable Documents		

No.	Description of requirement	
g)	Valid original Tax clearance certificate, and any other relevant related certificates (certified copies).	
h)	Specific Goals (as per SBD 6.1)	
i)	CSD supplier registration number <i>(should a service provider not registered on CSD, will be afforded 14 days after the closing date to register accordingly)</i>	