

## TERMS OF REFERENCE

### DESCRIPTION OF WORK

The glass window replacement services at Erf 4903 Johannesburg (Braamfontein Building)

## 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. The subject property was acquired for development of either student or social housing or mixed use with its ground floor earmarked for commercial purposes. The transfer of the property into the names of the agency has since been finalised.

### 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 replacement of glass windows services with special focus to the ground floor.

### 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 glass window replacement services.

### 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, experienced, and professionally registered service provider for the replacement of shop fronts glass windows

### b. DETAILS ON THE PREFERRED SOLUTION

Procurement of a service provider for the replacement of glass windows services for the HDA's Braamfontein building

### c. TARGETED AREA BY THIS PROJECT

The subject property, erf 4903 Braamfontein building, ground floor shop fronts 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”.
- The proposed project will cover and the street facing unit areas situated on the ground floor.

#### 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 qualified and experienced contractor for the glass window replacement services at the subject property.

The scope of works for this project shall entail the following activities:

#### a. GENERAL REQUIRMENT

- There will be a **compulsory site briefing meeting** for this project to be held **on 06 November 2023 at 12h00 at the 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. 08mm clear safety glass in fixed aluminium frames windows replacements. The glass to be tinted for prevention of direct sun damage.
- The validity period for quotation/price must be for ninety (90) days. No price escalations will be affected during the works period
- 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.
- Glass window replacement services to be fitted in accordance with SANS 10400-N code of practice.
- Be expected to remove and dispose of at an approved local municipal landfill site.
- Provide and execute everything necessary for the works in accordance with industry standards and norms in terms of the prevailing sectorial determination, and industry acceptable training levels, and any other relevant regulations, including, but not necessarily limited to: -
- The provision of all service provider's equipment, qualified, competent, and well-trained personnel, and supervision thereof, required for the servicing of the building;
  - I. ensuring that its personnel is neatly clothed in uniforms with necessary protective equipment which shall include but not limited to headgear, steel toe safety shoes, safety goggles and hand gloves.
  - II. compliance with the provisions of the Compensation of Injury and Disease Act (COIDA) and Basic Conditions of Employment Act (BCEA).

**b. EXPECTED DELIVERABLES**

Service Provider shall:

- Be fully responsible for all work and services performed by its personnel.
- Be expected to provide and maintain a clean, healthy, and hygienic working environment and leave the premises in the same condition it was found.
- Ensure its supervisor report to the HDA of any defect in and to area concerned e.g., damage to property etc.
- Service provider is required to provide all labour, plant, equipment, personal protective equipment (PPE), and supervisor/s thereof who are experienced in the plumbing services.
- Prepare and submission of a detailed invoice for verification and approval by the HDA. All quantities in the BOQ will be verified upon completion of works in order to quantify the invoice. 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' equipment such as tile cutters, hammers, electrical generators, etc., qualified, competent, and well-trained labours, and supervision thereof, required for this works.

c. **BOQ** – The repairs and maintenance of plumbing services (Braamfontein Building)

**Note:**

- The rates shall include full compensation for providing all labour, personal protective equipment (PPE), material, equipment, adhesives, spacers and grouting, plumbing fees, 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).
- Provision to be made for the removal of existing glass windows and the disposal at an approved landfill site.
- Provision to be made for finishing along walls and door thresholds or sill.
- **Below items might be amended or confirmed during the site briefing meeting.**
- **In addition to below, the bidders are required to also provide the detailed price breakdown quotations in their company's letterheads.**

BILL OF SERVICE QUANTITIES: Replacement of glass windows					
Item	Description	Unit	Qty	Rate	Total Price
1.	Provision and General <b>(Removal of existing glass windows)</b>	Sum	1		
2.	Replacement of glass windows as per below sizes and in accordance with SANS 10400-N. Windows to be fixed in aluminium frames and to be tinted to protect from direct sunlight. <b>(Further details to be specified on the compulsory meeting)</b>	Sum	1		
	a) 1850 x 2120 x 08mm	Each	1		
	b) 2120 x 2390 x 08mm		6		
	c) 1440 x 2390 x 08mm		1		
	d) 900 x 1900 x 08mm		3		
	e) 2550 x 1850 x 08mm		6		
	f) 2000 x 1850 x 08mm		3		
	g) 2150 x 2120 x 08mm		2		
	h) 1450 x 2100 x 08mm		1		
			1		

<b>BILL OF SERVICE QUANTITIES: Replacement of glass windows</b>					
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Total Price</b>
	i) 2350 x 2380 x 08mm		1		
	j) 1820 x 2350 x 08mm		3		
	k) 1460 x 2460 x 08mm		1		
	l) 2350 x 3000 x 08mm		4		
	m) 650 x 1850 x 08mm		2		
	n) 1150 x 3000 x 08mm		2		
	o) 1450 x 3300 x 08mm		2		
	p) 1920 x 2460 x 08mm		1		
	q) 920 x 2450 x 08mm		9		
	r) 2140 x 2450 x 08mm		4		
	s) 1450 x 2450 x 08mm		1		
	t) 1470 x 2450 x 08mm		6		
	u) 650 2450 x 08mm		1		
	v) 1390 x 2450 x 08mm		1		
	w) 1850 x 1800 x 08mm		1		
	x) 2150 x 2140 x 08mm		1		
	y) 2150 x 2100 x 08mm		1		
	z) 2000 x 1830 x 08mm		3		
	z.i.) 2000 x 2380 x 08mm		2		
	z.i.i.) 2150 x 1800 x 08mm		1		
3.	<u>Safety file</u> Provide risk assessment safety file according to OHS Act 85 of 1993. Ensure all insurance including public liability and workmen's compensation is in place prior to commencement of works. <b>(Copy to be kept on site at all times)</b>	Sum	1		
	<b>TOTAL – (excl. VAT)</b>				
	<b>15% VAT</b>				
	<b>Total including VAT</b>				

## 6. EVALUATION METHODOLOGY

### 6.1. TRANSFORMATION PROCUREMENT

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

### 7.2 EVALUATION PROCESS

Interested bidders for this project shall be evaluated in terms for their administrative responsiveness, substantive responsiveness, and preference points. The evaluation committee shall use the following Evaluation Criteria depicted in table 2 below for the selection of the preferred bidder that shall render the required works or services.

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

Table 2 – evaluation process

#### a. STAGE 1 - Administrative and Substantive Responsiveness

If a service provider doesn't submit the following documents the Proposal will be disqualified automatically:

<b>No.</b>	<b>Description of requirement</b>	
<b>Standard returnable document</b>		
a)	This RFP document and your company proposal with comprehensive methodology as per the site conditions.	

No.	Description of requirement	
b)	Valid Unemployment Insurance Fund (UIF) proof of registration, public liability insurance and other relevant insurances.	
c)	CIDB Grading of 3 SG or higher	
d)	Letter of Good Standing: Compensation for Occupational Injuries & Diseases Act (COIDA)	
e)	Price Breakdown quotation on service provider's letter head document.	
<b>Non-Standard Returnable Documents</b>		
f)	Valid original Tax clearance certificate, and any other relevant related certificates (certified copies).	
g)	Specific Goals (as per SBD 6.1)	
h)	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> )	

Table 3 – Administrative Compliance

**b. STAGE 2 - PRICING AND SPECIFIC GOALS**

The following formula shall be used by the Evaluation Committee to score potential bidders on pricing:

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

Where:

$P_s$  = Points scored for the price of tender under consideration;

$P_t$  = Rand value of the tender under consideration;

$P_{min}$  = Rand value of the lowest acceptable tender.

The minimum qualifying criteria for pricing is 80 points as per the standard Evaluation Criteria presented in table 2 above.

**Specific Goals** component of the evaluation process is weighted at 20 points in table 2 of the standard Evaluation Criteria outlined above. Bidders will be awarded points



based on the points claimed for specific goals presented in the SBD 6.1 issued with the tender.

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 2)</b>	<b>2</b>	CSD
<b>Youth (Maximum points 3)</b>	<b>3</b>	CSD and Sworn Affidavit
<b>Disabled People</b>	<b>3</b>	CSD and Sworn Affidavit

Table 6: Specific Goals Evaluation (80/20)