

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. 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 maintenance of plumbing 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 repairs and maintenance of plumbing 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 professional service providers to:

- Repair and maintain plumbing services for 6 months.

b. DETAILS ON THE PREFERRED SOLUTION

Procurement of a service provider for the maintenance of plumbing services for the HDA's Braamfontein building for 6 months

c. TARGETED AREA BY THIS PROJECT

The subject property, erf 4903 Braamfontein building, ground floor 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 the building and the premises utilised for commercial purposes.

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 maintenance and repairs of plumbing services at the subject property.

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

a. GENERAL REQUIREMENT

- There will be a **compulsory site briefing meeting** for this project to be held on Wednesday on the **31 January 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. Plumbing services for six months

- The validity period for quotation/price must be for ninety (90) days. No price escalations will be affected during the works period of six months
- 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.
- Plumbing services to be fitted in accordance with SANS 10252 and SANS 10254 code of practice.
- Be expected to remove old and/or brittle 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 bidder will be expected to procure required material and install at the building at own cost and issue the HDA with the invoice including the added bidders mark up. .
- 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 old carpet and ceramic tiles and the disposal at an approved landfill site.
- Provision to be made for the removal of defective plumbing material 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: Supply and installation of ceramic tiles and plumbing services | | | | |
|---|---|-------------|------------|----------------------------|
| Item | Description | Unit | Qty | Labour Rate (Rands) |
| A. | Plumbing services include but not limited to the following and to be in accordance with SANS 10252 and SANS 10254: <i>(Further details to be specified on the compulsory meeting)</i> | | | |
| 1. | Repairing plumbing services | Hour | 1 | |
| 2. | Repairs | Hour | 1 | |
| 3. | Maintenance | Hour | 1 | |
| B. | The bidder will be expected to procure required material and install at the building at own cost and issue the HDA with the invoice including the added bidders mark up. <i>(bidder to provide mark-up that will be applicable if successful)</i> | % | 1 | |
| C. | <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. <i>(Copy to be kept on site at all times)</i> | Sum | 1 | |
| | 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

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 services.

| EVALUATION PROCESS | |
|-------------------------------|---|
| Stage 1 | |
| Compliance | Administrative Responsiveness |
| | Substantive responsiveness (mandatory) |
| Stage 2 | |
| Technical/Functional Criteria | Testing of capacity – meet minimum threshold of 70 points |
| Stage 3 | |
| Preference Points | |
| Price | 80 |
| Specific Goals | 20 |
| TOTAL | 100 |

Table 2 – evaluation process

a. STAGE 1 – ADMINISTRATIVE AND SUBSTANTIVE RESPONSIVENESS

| No. | Description of requirement | |
|--|--|--|
| Standard returnable document | | |
| a) | This RFP document and your company proposal with comprehensive methodology as per the specified conditions. | |
| b) | Valid Unemployment Insurance Fund (UIF) proof of registration, public liability insurance and other relevant insurances. | |
| c) | PIRB(Plumbing Industry Registration Board)) membership certificate and/or IOPSA (Institute of Plumbing, South Africa) | |
| d) | Letter of Good Standing: Compensation for Occupational Injuries & Diseases Act (COIDA) | |
| e) | Price Breakdown quotation on service provider's letter head document. | |
| Non-Standard Returnable Documents | | |

| No. | Description of requirement | |
|-----|--|--|
| 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 – TECHNICAL/ FUNCTIONAL REQUIREMENTS

Qualifying bidders shall be evaluated on technicality / functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 70. Bidders who score below the minimum requirement shall not be considered for further evaluation in **stage 3**.

Summary of the technical/functional requirements are presented in the **table 4** below.

| ITEM | CRITERIA | WEIGHT |
|------|--|------------|
| 1 | Company profile (Attach Organogram) | 10 |
| 2 | Company Experience | 30 |
| 3 | Competent Staff | 40 |
| 4 | Work Plan | 20 |
| | TOTAL | 100 |

Table 4: Technical Evaluation Criteria

Details of the scoring methodology presented above are outlined below:

| CRITERIA | SUB-CRITERIA | POINTS |
|--|---|------------|
| Company profile (Attach Organogram) | <p>Company profile(s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company.</p> <ul style="list-style-type: none"> No company profile – 0 points Profile related to plumbing services – 5 points Profile related to plumbing services with company's organogram – 10 points | 10 |
| Company Experience | <p>Scope related work and experience (testimonials/reference letters not older than 5(five) years).</p> <ol style="list-style-type: none"> Attach signed letters of appointment or purchase order. <ul style="list-style-type: none"> 0-project = 0 points 1-project = 5 points 2-projects or more = 10 points Attach signed letters of reference. <ul style="list-style-type: none"> 0-letter = 0 points 1-letter = 5 points 2-letters or more = 10 points Number of years in the plumbing services. <ul style="list-style-type: none"> 0- 6 months = 0 points 7 months-2 years = 5 points 3 - 5 years = 7 points 6 years or more = 10 points | 30 |
| Competent Staff | <ul style="list-style-type: none"> The site supervisor should be in possession of a relevant plumber trade test and can be able to issue a plumbers competency certificate – 20 points Supervisor should have a minimum of two (2) years in plumbing and hold a plumbers trade test – 15 points Assisting staff must have at least six (6) months in plumbing services. – 5 points <p>(CV's of the supervisor , supervisor and the assisting staff with traceable references and all necessary supporting documentation must be attached to the technical proposal as proof. Failure to attach copies, the bidder will forfeit points in this category)</p> | 40 |
| Work Plan | <ul style="list-style-type: none"> Detailed project plan indicating daily duties with time frames, weekly, monthly and quarterly duties and order of preferences and contingency measures. – 10 points Detailed Health and safety plan indication the OHSA compliance in working environment. – 10 points | 20 |
| TOTAL | | 100 |

Table 5: Detailed scoring methodology

c. STAGE 3 - 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 |
|---|------------------|---|
| <i>Size of Company (Maximum points = 7 points)</i> | | |
| • 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 |
| <i>Black Women Owned (Maximum points = 5 points)</i> | | |
| 75% - 100% | 5 | CSD and Sworn Affidavit |
| 51% - 74.99 - | 3 | CSD and Sworn Affidavit |
| Below 51% | 1 | CSD and Sworn Affidavit |
| <i>Historically Disadvantaged South Africans* (maximum Points 2)</i> | 2 | CSD |
| <i>Youth (Maximum points 3)</i> | 3 | CSD and Sworn Affidavit |
| <i>Disabled People</i> | 3 | CSD and Sworn Affidavit |

Table 6: Specific Goals Evaluation (80/20)