

P.O. Box 3209,  
Houghton, 2041  
Block A,  
Riviera Office Park,  
6-10 Riviera Road,  
Riviera



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**REQUEST FOR PROPOSALS**

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**SERVICE PROVIDERS TO PROVIDE THE HOUSING  
DEVELOPMENT AGENCY WITH FINANCIAL CONSULTING  
SERVICES FOR A PERIOD OF 36 MONTHS**

**RFP/JHB/2020/010**

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**PROPOSALS TO BE SUBMITTED BY**

**NOT LATER THAN 12:00**

**ON 29 AUGUST 2020**

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## **1. INTRODUCTION**

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 an organ of state, the HDA is accountable through its board to the Minister of Human Settlements. Visit [www.thehda.co.za](http://www.thehda.co.za) for more information.

## **2. BACKGROUND**

The contract of the current service providers is drawing to conclusion, and therefore a new Service Provider that will provide Financial Consulting service to the HDA needs to be appointed for a three (3) year period.

## **3. OBJECTIVE**

The HDA is a values-based employer and therefore requires a consulting team as the employee benefits consultants and brokers to the fund that have experience in financial advice and fund management.

## **4. ACCREDITATION**

An agreement will be entered into with the purpose of being compliant with the legislative requirements and regulations that have been promulgated by the Financial Advisory and Intermediary Services Act No. 37 of 2002, the Long Term Insurance Act No. 52 of 1998 and the Pension Fund Act No. 24 of 1956.

- Maintain broker accreditation with various FSP's with which they deal. Details of these agreements will be made available to Housing Development Agency – a Participating Employer in the Corporate Selection Umbrella Provident Fund on request.
- Maintain its authorisation by the Financial Services Board as a financial services provider in terms of the FAIS Act.

## **5. CONSULTING TEAM**

A dedicated consulting team will be assigned to servicing the Pension / Provident Fund and other Risk benefits (disability, funeral, accidental death etc) for the HDA and employees.

Each representative in the team who shall furnish advice will be registered with the Registrar of the Financial Services Board in terms of the Act.

The team shall adhere to the terms of any applicable legislation and to ensure that it complies with all statutory duties including, but not limited to:

- The Collective Investment Scheme Control Act No. 45 of 2002
- The Divorce Act No. 70 of 1979
- The Financial Advisory and Intermediary Services Act No. 37 of 2002
- The financial intelligence Centre Act No. 38 of 2002
- The financial Market Control Act No. 55 of 1989
- The Income Tax Act No. 58 of 1962
- The Long Term Insurance Act No. 52 of 1998
- The Maintenance Act No. 99 of 1998
- The Pension Fund Act No. 24 of 1956
- The Policy Holder Protection Rules
- The Stock Exchange Control Act No. 1 of 1995
- The Value Added Tax Act No. 89 of 1991
- Any other Act in substitution therefore.

#### **5.1 SERVICES AND REQUIREMENTS PROVIDED BY THE CONSULTING TEAM**

The consulting team will be responsible but not limited to the following;

5.1.1 Benefits design and advice

5.1.2 Secretarial Duties

5.1.3 Record Keeping and minute taking

5.1.4 Benefit Communication to all relevant departments (nation-wide within South Africa)

5.1.5 Communication Correspondence

5.1.6 Statutory Requirements

5.1.7 Investments

5.1.8 Insurance Arrangements

5.1.9 Actuarial Review

5.1.10 Fund Administration

5.1.11 Other Consulting Duties

5.1.12 Contributions

5.1.13 Claims Collection

5.1.14 All other governance related duties

#### **6. APPOINTMENT CONDITIONS**

Service provider will be appointed on a Three (3) year contract from the date of the signed agreement shall thereafter remain in force until terminated by either party. The party wishing to terminate the agreement must give the other party three months written notice and such notice must be delivered to that party's *domicilium citandi et executandi* as provided in paragraph 8 hereunder.

## 7. PAYMENT STRUCTURES

The service offered is at a zero flat rate and no additional cost to the HAD.

## 8. TECHNICAL EVALUATION CRITERIA

- The evaluation of bids on functionality which consist of administrative compliance and technical evaluation and during this stage bids that did not meet the threshold for functionality will be disqualified.
- The benchmark of minimum **70** points out of 100 points on **technical capability** will be the cut off to qualify.
- The HDA needs to be satisfied, in all respects, that the service providers selected has the necessary resources and capabilities for the provision of services.
- 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 on Functionality or Technical Abilities

**HDA APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 and Preferential Procurement Regulations, 2011.**

**FUNCTIONALITY: 100**

**Table 1. Functionality Criteria**

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Presentation of the company's team through Curriculum vitae of team leaders and support staff	Qualifications in Financial Services, Risk benefit management and Consulting Services. Requires a consulting team as the employee benefits consultants and brokers to the existing funds within the organisation and have experience in financial advice and fund management (At least two senior full-time staff members who lead the team and at least two full time support staff with access), ten years or more combined experience. Three years individual experience and knowledge in the area of Financial and Risk Benefit Management.	20
	Extensive Portfolio of previous work	10
	References: <b>Quality and relevance of the testimony letter = 10</b> <b>Number of contactable references with the letter of testimony (not less than five) = 10</b>	20
Understanding of the deliverables and services required. Demonstration of capacity and national footprint	Quality, and responsiveness of the project proposal towards the scope of work as described in this terms of reference	40
Approach and methodology	Methodology and approach clearly describing the workflow for planning, executing <b>(Please show your planning checklist)</b>	10
		100

## 9. GENERAL

9.1. Further information regarding technical matters can be sent an email to:

[Abieda.Asvat@thehda.co.za](mailto:Abieda.Asvat@thehda.co.za) or, tel: 011 544 1000

9.2. Further information regarding supply chain matters and queries can be send via email to:

[Nqobile.Mkhwanazi@thehda.co.za](mailto:Nqobile.Mkhwanazi@thehda.co.za) or tel: 011 544 1000

## 10. SUBMISSION OF PROPOSALS

Proposals should be submitted on or before the **29 August 2020** no later than 12h00 to the following address:

**The Procurement Officer  
The Housing Development Agency,  
Block A, 6-10 Riviera Road, Killarney, 2193,  
Tel: 011 544 1000**

11. 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