

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



REQUEST FOR QUOTATION

Employee Monitoring Software

RFQ/JHB/2020/012

QUOTATIONS TO BE SUBMITTED BY

NOT LATER THAN

25 AUGUST 2020 AT 12H00

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. In addition HDA provides project delivery support services to organs of state at local, provincial and national level. Informal settlements upgrading and project management services are a particular focus of the organisation.

2. Scope of Work

The HDA requires the supply and deployment of an Employee management software for 260 employees for 24 months. The software must have the following features.

1. Monitor the use of applications (Microsoft products and third-party applications)
2. Internet History
3. Screenshot Recorder
4. Application time tracker

Reports

1. Must be able to provide Realtime reports
2. Reports must be able to drill down to each employee use

A compulsory demo must be presented to the HDA, showing the above and more features of your product.

3. Evaluation

In order to facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of consultants that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that proposals will be assessed using the 80: 20 formulae for Price and B-BBEE as per the PPPFA.

The following criteria will be used for points allocation for price and BBB-EE compliance on a 80/20 point system:

Table 1 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

The HDI proposal will be evaluated as per PPPFA regulations.

4. Payment structure

Payment will be made within 30 days of receipt of the materials specified above and as per signed off proofs.

5. General

5.1. Below are compulsory requirements for this service

5.1.1. 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.

5.1.2. Kindly submit the following documents:

- Registration with the National Treasury Central Supplier Database (CSD Report), if not yet registered use the following link to register: <https://secure.csd.gov.za/>
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**

5.2. Further information regarding technical matters can be sent by an email to: keegan.pillay@thehda.co.za or at Tel: 011 544-1000

5.3. Further information regarding supply chain matter and queries can be send via email to: Njabulo.Hlongwane@thehda.co.za or at Tel: 011 544-1000

6. Terms and Conditions.

6.1. 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.

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

7. Submission of Quotation

12.1 Quotations should be submitted on or before the 25 August 2020 by no later than 12h00 to the following address:

**The Procurement Officer
The Housing Development Agency,
Block A, 6-10 Riviera Road, Killarney, 2193,**

12.2 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.