

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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**APPOINTMENT OF A SERVICE PROVIDER TO SURVEY THE LANGA INTERSITE  
TRA**

**RFP/CPT/2018/002**

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**PROPOSALS TO BE SUBMITTED BY  
NOT LATER THAN  
12H00 FRIDAY, 22 JUNE 2018**

## **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.

In Western Cape, the HDA has signed a project management agreement with the Western Cape Department of Human Settlements to Project Manage the N2 Gateway project. There are several UISP projects within the N2 Gateway project. One of the objectives of the UISP project is for the Implementing Agent (IA) to manage the UISP projects to its completion. The Implementing Agent must ensure that they install the required Bulk Services Infrastructure and complete houses with the required associated services. The completion date for each project is as per the Implementing Agents programme. At the rate the construction areas are being cleared, the UISP projects will not be completed by the Implementing Agent as per the delivery programme.

The land on which the Intersite TRA was constructed is owned by Transnet. The Intersite TRA was established by the CoCT after the fire in 2005 at the Joe Slovo Informal Settlement and Langa hostels. The victims of the fire in 2005 were accommodated in TRA's in Delft TRA 1, 2 and 3, Intersite and at the Tygerberg hospital hostels. Attempts to move some of the victims of the fire into the Spes Bona hostel were stopped by the backyarders from Bokmakierie.

A total of 450 Intersite TRA's were constructed and was managed by the CoCT who was part, at that time, of the M3 for the N2 Gateway Project. The Intersite TRA's would assist in providing temporary accommodation for N2 Gateway Joe Slovo Phase 3 project approved beneficiaries that will be moved from the TR units into completed units and that the TR units be re-occupied by approved beneficiaries from J/S. It was later agreed to also relocate non-qualifiers in order to make way for construction as the occupants in the Joe Slovo Informal Settlement refused to relocate to TRA 5 and to TRA 6.

The PDHS is in the process of completing the N2 Gateway project and all temporary holding areas, including Intersite approved and non-qualifiers must be accommodated in the N2 Gateway projects. In order to ensure the above, the HDA, with the assistance of the CoCT who is responsible for the overall management of Intersite, must determine who is at present occupying the Intersite TRA units. It must be noted that there has been several verifications done which has produced different results, as approved beneficiaries have either sold their TRA structure or is renting out the structure. The approved beneficiaries will then after a few weeks come to the HDA office and inform that they were out of Cape Town. The Intersite approved and non-qualifiers are part of the Joe Slovo Phase 3 project and the completion date for the Joe Slovo Phase 3 project is December 2018. It is therefore critical to determine and finalise the Intersite approval and non-qualifiers list. The non-qualifiers will be accommodated in the Forest Village project, located in Blue Downs, Eerste River.

It is therefore important that a detailed survey be done of the Intersite occupants. The Intersite social survey will also assist the CoCT with the ongoing management of the Intersite TRA's and determination of the N2 gateway beneficiaries to be relocated to housing opportunities.

## **2. LOCATION OF THE SITE**

The site are located in Langa.

## **3 SCOPE OF WORK**

The scope of work for the assignment consists of the following components;

### **3.1 SURVEY OBJECTIVES:**

- 3.1.1 Confirm the TRA structure number
- 3.1.2 Name of Occupants and ID Numbers
- 3.1.3 Contact details of occupants
- 3.1.4 Name of Spouse (where applicable) and ID Number (Copy of Id)
- 3.1.5 Married Y/N            Type: (ANC   COP   Traditional)   Common-law
- 3.1.6 Number of Dependents - ID Number of each dependent (Copies of ID's or birth certificates)
- 3.1.7 Total Number of people presently living in structure
- 3.1.8 Occupation Status: Legal / Renting
- 3.1.9 Any member of house-hold with physical disability
- 3.1.10 Nature of Disability (details where applicable)
- 3.1.11 Employment Status (Occupant) Permanent or Temporary and income of each household member
- 3.1.12 Name of Employer and contact details
- 3.1.13 Employment Status (Spouse) / Permanent or Temporary?
- 3.1.14 Name of spouse's employer and contact details
- 3.1.15 Additional income
- 3.1.16 Has the occupant applied for a subsidy before
- 3.1.17 Status of Application
- 3.1.18 In whose name is the application? Is there a co-applicant
- 3.1.19 Is the occupant conducting a business from the premises?

- 3.1.20 Does the occupant own a vehicle?
- 3.1.21 Is the structure legally connected to electricity?
- 3.1.22 School-going children?      Name and location of school/s
- 3.1.23 Is the approved occupant willing to relocate to another project other than Joe Slovo with reference Forest Village.
- 3.1.25 Copy of relocation certificate. (if applicable)
- 3.1.26 The total number of house-holds surveyed must accurately reflect the number of structures in the survey area.

#### **4      DELIVERABLES & OUTPUTS**

##### **4.1      Key implementation factors linked to the survey:**

- 4.1.1      The information provided by the occupants must be verifiable
- 4.1.2      Each survey form provided must have a photograph of the structure attached
- 4.1.3      The use of a specific numbering system as used by the CoCT
- 4.1.4      Local labour to be utilized and adequate training to be provided
- 4.1.5      Liaise with the CoCT and HDA before and after survey is conducted
- 4.1.6      Information must be provided in hard copy and electronic format.
- 4.1.7      Social survey compiled in database format
- 4.1.8      Submission of weekly progress updates to the client

#### **5      DURATION / TIMEFRAMES**

- 5.1      A detailed programme showing the number of resources that will be used (including local labour) and how the timeline of four (4) weeks will be achieved utilising these resources.
- 5.2      Working on Saturday and Sundays must be allowed for within the 4 weeks.

#### **6.      TEAM COMPOSITION**

- 6.1 The service provider must demonstrate the following characteristics as an indication of its capacity and readiness to implement the assignment:
  - 6.1.1      At least 5 to 8 years' experience in social facilitation with emphasis on community engagements and consultations.
  - 6.1.2      Experience of working in temporary relocation areas is a key requirement.
  - 6.1.3      Proven experience in social facilitation / stakeholder management

- 6.1.4 Promotion of integration-multi-sector interventions from other government departments
- 6.1.5 Ability to conduct enumeration using “Survey to Go” to allow for collection of real time data, mapping and profiling of households based on changing trends.
- 6.1.6 Experience in undertaking socio-economic/situational analysis in temporary relocation areas
- 6.1.7 Proven record in conducting surveys using electronic devices.
- 6.1.8 Experience in Community empowerment, skills facilitation and capacity building within vulnerable communities such as informal settlements.
- 6.1.9 Proven ability in effective written and oral communication.
- 6.1.10 Proficiency in the use of standard word processing, web browsers, spread sheets and presentation software.
- 6.1.11 Institutional capacity to successfully carry out an assignment of this nature.

## 7. EVALUATION PROCESS

- 7.1. The HDA needs to be satisfied, in all respects, that the organisation selected has the necessary resources, qualifications and abilities for this service, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process
- 7.2. The general methodology of selection will be that proposals will first 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 for the second evaluation.** The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using 80/20 Price/B-BBEE formula.

**Table 1 – Evaluation Criteria**

CRITERIA	SUB-CRITERIA	WEIGHTING / POINTS
<b>Lead Company profile (Attach Organogram)</b>	Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company plus relevant CV's	<b>10</b>
<b>Methodology, Approach, Work Plan and Process</b>	A statement on how the service provider understands the requirements of this assignment Adequacy and completeness of skills of team presented and fit for task.	<b>25</b>
	An indicative plan of the service provider's approach, referring to the assignment milestones and timeframe, with emphasis on community involvement, enumeration approach, etc.	<b>30</b>

	An indication of the ability to use “Survey Go”.	<b>10</b>
	A clear statement of available expertise and capacity to match the requirements of this assignment as highlighted in scope of work above.	<b>25</b>
<b>TOTAL</b>		<b>100</b>

The following criteria will be used for point’s allocation for price and B-BBEE compliance on **80/20** point system:-

**Table 2 – Price and B-BBEE**

<b>CRITERIA</b>	<b>SUB-CRITERIA</b>	<b>WEIGHTING/ POINTS</b>
Price	Detailed Budget Breakdown	80
B-BBEE Status Level Verification Certificate from accredited verification agencies.	B-BBEE Level Contributor	20
<b>Total</b>		<b>100</b>

The HDI proposal will be evaluated as per PPPFA regulations.

## **8. REQUIREMENTS**

- 8.1 Below are compulsory requirements for this service
- 8.2 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.
- 8.3 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](http://www.thehda.co.za/procurement). Under compliance checklist.
  - Price proposals on all work to be done.
  - Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.
- 8.4 Further information regarding technical matters can be sent via an email to: [Bruce.Malagas@thehda.co.za](mailto:Bruce.Malagas@thehda.co.za) or cell no 021 481 2900.
- 8.5 Further information regarding supply chain matters and queries can be sent via email to: [sindisiwe.mweli@thehda.co.za](mailto:sindisiwe.mweli@thehda.co.za) or tel: 011 5441000.

## **9. SUBMISSION OF PROPOSALS**

Proposals should be submitted on or before the **22 June 2018** by no later than **12h00** to the following address:

**The Procurement Specialist  
The Housing Development Agency,  
Block A, Riviera Road  
6-10 Riviera Road Office Park  
Killarney**

- 9.1 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.

## **10. GENERAL**

**10.1** The selection of the qualifying proposal will be at the HDA's sole discretion.

**10.2** The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.

**10.3** The HDA expresses that in an event of any service provider being appointed on this job, there is no expectation that any follow up work on this project will be granted to the same service provider.