

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



TERMS OF REFERENCE

**TO PROVIDE PROJECT MANAGEMENT AND SPACE
PLANNING AT THE HOUSING DEVELOPMENT AGENCY,
86 KELLNER STREET (SPITSKOPBUILDING),
WESTDENE, BLOEMFONTEIN**

RFP/FS/2018/002

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12 NOON ON 02 NOVEMBER 2018

COMPULSORY BRIEFING SESSION

DATE: 26 OCTOBER 2018

**VENUE: THE HOUSING DEVELOPMENT AGENCY
97 HENRY STREET, WESTDENE
BLOEMFONTEIN, 9300
TIME: 10:00**

**NB: FAILURE TO ATTEND THE COMPULSORY BRIEFING SESSION WILL LEAD TO
AUTOMATIC DISQUALIFICATION.**

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.

2. Background

The HDA offices located at 97 Henry Street, Westdene, Bloemfontein are preparing for relocation to new premises by 1 December 2018. A new building has been secured at 86 Kellner Street, Westdene, Bloemfontein. The office therefore requires the services of a suitably qualified service provider to assist with the relocation process. The building to be occupied is 485m². The scope of work is detailed below.

3. Locality

86 Kellner Street
Westdene
Bloemfontein

See attached locality map, Annexure A.

4. Scope of Work

To ensure the delivery of an excellent service by undertaking the following, at the new HDA Offices at 86 Kellner Street, first floor, Spitskop Building, Westdene, Bloemfontein. This will include, but not limited to:

a) Project Management:

- Drawing up a project schedule;
- Budget proposals as per scope provided;
- Reporting schedules (weekly and bi-weekly);
- A project plan, covering all two major work packages;
- Communication plan with client (HDA Free State and project team);
- Conduct a snag list to be confirmed and together with the landlord.

b) Space Planning:

- Generation of all working drawings required for project implementation , including issuing of drawings and drawing revisions where required. This will include but is not limited to:
- Furniture layout
- Construction layout
- Wall finishes layout
- Floor finishes layout
- Ceiling finishes layout
- Door schedules
- Sanitary schedules
- Joinery layout
- IT considerations in terms of cabling and network layout planning

Annexure B: office/floor plan

c) Compulsory site inspection will be held at 97 Henry Street, Westdene, Bloemfontein, 9300 then proceed to 86 Kellner Street(Spitskop Building) Westdene, Bloemfontein as per below:

Date: 26 October 2018

Time: 10:00

3. Discussions

Items to be supplied, as listed above, should meet the HDA requirements, in terms of the “*look and feel*” the HDA wants to achieve as part of their branding, as an organisation.

4. Outputs/Deliverables

The service provider is expected to, as part of the proposal, submit the following:

- Generation of all working drawings required for project implementation , including issuing of drawings and drawing revisions where required
- Issuing of a snag list

- Cost Implications
- Weekly reporting
- Liasing with contractors to ensure scope of work is being followed

Service providers are encouraged to raise additional areas which they believe will enhance the objective of the brief. These will be discussed with the client, if in agreement, included as part of the scope.

5. Timeframes

The project time frame is **2 months** from date of appointment.

6. Required Skills

The professional service providers are required to provide a minimum of the following skills and expertise considered necessary for effectively implementing the assignment, further noting that partnerships are encouraged:

- Architect with registered professional qualification
- Project Manager with registered professional qualification

7. Pricing

- Price per Sqm
- Total area 485sqm
- Please find attached floor plan and layout annexure A.

8. Evaluation

8.1 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 formula for Price and B-BBEE as per the PPPFA.

8.2 The assessment and evaluation of submitted proposals will undergo a process of Pre-Qualification and an Evaluation Phase. The initial phase of the evaluation will be in a form of a Pre-qualification, in accordance with the PPPFA Act, Preferential Procurement Regulation which organs of state can apply in order to advance designated groups and transformation. Only tenderers who meet the Pre-qualification conditions will be considered for the next phase. i.e. Evaluation Phase. **A tender that fails to meet any Pre-qualifying criteria stipulated in the tender document is an unacceptable tender.**

Pre-qualification conditions which an applicant must meet in order to be considered:

- **A tenderer having a stipulated minimum of level 1 B-BBEE status level**
- **An EME or QSE**

The benchmark of a minimum of **70 points** out of 100 on technical capability will be the cut off to qualify for further evaluation. The below table will be used for Technical Evaluation:

Table 1 – Evaluation Criteria on Functionality or Technical Abilities

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Lead Company profile (Attach Organogram)	Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company	10
Related work experience	<p>Related work of the lead company and experience in project management and office layout to be assessed as follows;</p> <p>Provide Letters of appointment/reference letters in project management and office layout previously monitored as follows:</p> <p>0-projects = 0 points 1-project = 5 points 2-projects = 10 points 3-projects = 15 points 4-projects = 20 points 5 or more projects = 30 points</p>	30
CVs of team members proposed to do the work	<p>Architect (15) Points</p> <p>Bachelor’s degree in Architecture or equivalent. Must be a registered Professional Architect in terms of the Architectural Professions Act, 2000 with at least 5 years’ post-registration architectural experience in the provision of architectural services in the planning, design, project preparation, and project management of the delivery of buildings and related works as follows:</p> <ul style="list-style-type: none"> •5 years’ experience and above =15 points •4 years’ experience =10 points •3 years’ experience = 5 points <p>Project Manager (15) Points</p> <ul style="list-style-type: none"> •A Professional Project Manager, registered with SACPCMP and or any other project management body with proof of registration as follows: •5 years’ experience and above =15 points 	30

	<ul style="list-style-type: none"> •4 years' experience =10 points •3 years' experience = 5 points 	
Approach, Methodology, Work Plan and Process	Work programme, plan and allocation of resources and tasks.	10
	Meeting deliverables and timeframes	10
	Proposed delivery methodology	10
TOTAL		100

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

Table 2 – 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

8. General

8.1. Below are compulsory requirements for this service

8.1.1. It is important to note that companies quote for the correct item listed on the attached schedule.

8.1.2. 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/tenders 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.

8.2. Further information regarding technical matters can be directed via email to:
Jeanelle.Lovedale@thehda.co.za on Tel: 011 5441000; and
Lipalesa.Thanyane@thehda.co.za on Tel: 051 409 0220.

8.3. Further information regarding supply chain matter and queries can be sent via email to: Sindisiwe.Mweli@thehda.co.za or at tell: 011 544 1000

9. Terms and Conditions.

9.1. 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.

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

10. Submission of Quotation

10.1. Quotations should be submitted on or before the **02 November 2018** by no later than **12h00** to:

Attention: Supply Chain Management

Block a, Riviera Road Office Park

6-10 Riviera Road, Killarney

Johannesburg

10.2. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any bid/proposal, and the HDA reserves the right not to appoint the service provider.

Annexure A: Locality



