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Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR QUOTATIONS

AERIAL PHOTOS FOR THE BOYSTOWN AREA ONLY IN THE WESTERN CAPE

RFQ/CPT/2019/004

**QUOTATIONS TO BE SUBMITTED BY
NOT LATER THAN
06 DECEMBER 2019**

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

2.1 The HDA is looking for services of a reputable photographer or photography company with the following capabilities;

- a) Drone video & photography

2.1 Type, quality and format of delivery of photographs

- All photographs must be delivered in the following type and quality
NEF (Raw), JPEG, GIF, PNG and in High Resolution and Low resolution
- Each photograph must be in landscape and portrait
- Outdoor photographs must be panoramic
- Aerial photographs must have a focal subject point
- **Photography Image Copyrights**

All photographs that the HDA commissions belong to the HDA and HDA has full copyrights to these.

The HDA can give permission for the photographer to use images for Portfolio purposes but not for resale and reuse by any other party.

It is the service provider's responsibility to obtain permission from Air Traffic Control to get clearances for flying drones in the vicinity.

NB The service provider must have permission from ACSA to fly the drones

2.3 Aerial photos Boystown Only

The site is situated immediately to the parallel of the National Route 2 (N2), South West Corner of Gugulethu Township. It is approximately 2 kilometers (km) from Cape Town International Airport, whilst the Cape Town CBD is 25km West. (see map below)



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 formula 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: bruce.malagas@thehda.co.za or at Tel: 021 481 2900, and

5.3 Further information regarding supply chain matter and queries can be send via email to Nqobile.Mkhwanazi@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 06th of December 2019 by no later than 12h00 to the following email address: procurement@thehda.co.za

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.