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**TERMS OF REFERENCE**

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**IT EQUIPMENTS**  
**RFQ/JHB/2023/024**

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**PROPOSALS TO BE SUBMITTED BY**  
**20 October 2023 AT 11H00**

## 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 supply, delivery and installation of 1 x 32 Channel HIKVision NVR Camera System only (no cameras), for installation at the new premises with the following specifications:

32 Channel 1080p NVR H.264 PoE  
Up to 12MP / Full HD Recording  
H.264+ Video Encoding  
320Mbps Encoding bit rate  
Supports up to 12MP Cameras  
Up to 32 Camera Grid View  
10TB HDD Capacity  
HDMI Output

### 3. Evaluation

Table 1 – Price and Specific Goals

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
Specific Goals	Specific Goals	20
<b>TOTAL</b>		<b>100</b>

### 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

5.1.1.1 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.

- SBD Forms (SBD1, SBD 4, SBD6.1 and CSD Report

**5.2 Further information regarding supply chain matter and queries can be send via email to: [Naledi.Aphane@gauteng.gov.za](mailto:Naledi.Aphane@gauteng.gov.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**

7.1 Quotations should be submitted on or before the 20 OCTOBER 2023 by no later than 11h00 to the following address: [Procurement@thehda.co.za](mailto:Procurement@thehda.co.za) and **indicate RFQ/JHB/2023/024 on subject line of email.**

7.2 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.