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**REQUEST FOR QUOTATION**

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**IT EQUIPMENTS**  
**RFP/JHB/2023/014**

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**PROPOSALS TO BE SUBMITTED BY**  
**NOT LATER THAN 25 MAY 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 a service provider for replacing broken laptop screens as follows.

Dell latitude 5420 - S\N 8B453M3  
Dell Latitude 5420 - S\N 32VJBK3  
Dell Latitude 5420 - S\N D2YBBK3  
HP ELITEBOOK 1030 G3 - S\N 5CD90893TR

The HDA requires a service provider for replacing broken laptop keyboard as follows:

HP PROBOOK 430 G7 - S\N 5CD0308N31

### 8. 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 Specific Goals 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 Specific Goals

CRITERIA	SUB-CRITERIA	WEIGHTIN G/ POINTS
Price	Detailed budget breakdown	80
Specific Goals	Specific Goal Score Contributor	20
<b>TOTAL</b>		<b>100</b>

The HDI proposal will be evaluated as per PPPFA regulations.

### 9. Payment structure

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

## **10. General**

### **10.1 Below are compulsory requirements for this service.**

10.1.1 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.

**10.2 Further information regarding supply chain matter and queries can be send via email to: [Njabulo.Hlongwane@thehda.co.za](mailto:Njabulo.Hlongwane@thehda.co.za) or at Tel: 011 544-1000**

## **11 Terms and Conditions.**

**11.1** 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.

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

## **12 Submission of Quotation**

Quotations should be submitted on or before the 25<sup>th</sup> May 2023 by no later than 11h00 to the following email address: [Procurement@thehda.co.za](mailto: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.