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



REQUEST FOR PROPOSALS

**A SERVICE PROVIDER TO PROVIDE THE HOUSING DEVELOPMENT AGENCY
WITH A VALUATION REPORT OF MINERAL RIGHTS SITUATED ON CERTAIN
PORTION OF PAARDEKRAAL 226 IQ, GAUTENG PROVINCE.**

RFP/JHB/2017/036

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON 24 JANUARY 2018

A SERVICE PROVIDER TO PROVIDE THE HOUSING DEVELOPMENT AGENCY WITH A VALUATION REPORT OF MINERAL RIGHTS SITUATED ON PORTION 212 OF PAARDEKRAAL 226 IQ, GAUTENG PROVINCE

1. INTRODUCTION

The 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.

The HDA has identified a need for the services of appropriately qualified service providers to provide specialised services not available in-house, as and when required. The objective of this call for proposals is to identify specialists within specific fields of competence whose services can be utilised by the HDA.

In terms of the Public Finance Management Act 1 of 1999 (as amended) and related Supply Chain Management Policy, the HDA is obliged to follow a competitive bidding process to appoint a service provider.

This request for quotation is put out in an open and transparent manner to afford all professionals and entities an equal opportunity to do mineral rights valuation as determined by the South African Code for the Reporting of Exploration Results, Mineral Resources and Mineral Reserves, for the HDA. From this process, the HDA will appoint pre-qualified service provider.

2. GENERAL QUALIFICATION

To be considered, the service provider/entity must be in possession of a relevant qualification/s or in the case of a company or joint venture must have relevant qualifications amongst its employees. Proof of qualification must therefore be submitted in respect of each bidder or employees within a company or joint venture that submits this bid.

Certified copies must be provided unless the Agency insist on having the original documents submitted for verification purposes.

3. NATURE OF SERVICES REQUIRED

The HDA requires a proposal for valuation of Mineral Assets of:

- **Mineral Rights on certain Portion of farm Paardekraal 226 IQ (Dobsonville), City of Johannesburg, Gauteng Province**

The purpose of the valuation is to determine the market value of the mineral rights on the above or certain property as determined by the South African Code for the Reporting of Exploration Results, Mineral Resources and Mineral Reserves and other international bodies such as IVSC, ASA and RICS.

4. SPECIFICATION

Current indicative open market related value of the Mineral Assets is required. A Competent Mineral Assets Valuator (CV) and registered with SAMVAL or other international recognised body such as IVSC, RICS even ASA, is required to determine the market value of Mineral Assets (Mineral Rights) that is fair and represents the most likely open market value based on comparable sales and / or highest best use (HABU) of the Mineral Assets (Mineral Rights) given the market condition. The use, purpose and all material information of this valuation of Mineral Assets as required by SAMVAL, IVSC, ASA and RICS will only be disclosed to the winning bidder.

5. QUALIFICATIONS AND EXPERIENCE REQUIRED

5.1 Qualifications

The bidder, in the case of an individual, must be in possession of a relevant degree or qualification. In the case of a firm or company or consortium submitting a bid, a list of persons and certified copies of their relevant degrees or qualifications must be provided.

EXPERIENCE

All individuals, or individuals forming part of a firm, company or consortium, submitting a bid, must indicate which specific specialised services they specialised on. In addition, a list of names of individuals who have appropriate experience in the specified specialised field should be submitted.

A list of companies/local authorities/provincial departments for whom similar type of work for which the bid is submitted has been done in the past three years, must be provided. The most recently served company/ local authority /provincial departments must be mentioned first with same sequence being followed, and specifying the nature and value of all work done.

CAPACITY

Profiles of the service providers that will be servicing the client must be provided, and these should also outline the B-BBEE status/rating of the firm.

6. DURATION

The total estimated term of compiling a report is 30 days, including weekends after the day of appointment.

7. BIDDERS EVALUATION

Bidders will be evaluated in terms of the prevailing supply chain policy applicable to the HDA.

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 reserves the right not to appoint the service provider. All decisions of the HDA in respect of the appointment or non-appointment of Bidders are final. The benchmark of minimum **70** points out of **100** points on technical capability will be the cut off to qualify for the panel.

Table 1 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company profile (Attach Organogram)	Company profile (s) to be submitted (in case of joint venture, all companies must submit separate profiles) indicating the lead company	10
Experience	Appropriate experience in the relevant field: Qualification and experience of proposed key personnel	20
	Professional Registration Attach registration membership with SAMVAL, IVSC, ASA and RICS or any other relevant body	20
	Actual samples provided of Mineral Assets Valuation as according to SAMVAL, IVSC, ASA and RICS <ul style="list-style-type: none"> • 1 sample (5 points) • 2 samples (10 points) • 3 samples (20 points) 	20
Contactable References	1-2 Letters of Appointment (6 Points) 3-4 Letters of Appointment (13 Points) 5 and above Letters of Appointment (20 Points)	10
Approach, Methodology , Work Plan and Process	Work programme, plan and allocation of resources and tasks.	10
	Meeting deliverables and timeframes	5
	Methodology	5
TOTAL		100

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

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE Status Level Verification Certificate from accredited verification agencies.	B-BBEE Level Contributor	20
TOTAL		100

NB: Service providers may be requested to clarify information in their proposal. This information must be supplied free of charge.

8. COMPULSORY BRIEFING SESSION

No Briefing session

9. TERMS AND CONDITIONS

The Housing Development Agency undertakes to pay in full within thirty (30), when all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

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

10. GENERAL

8.1 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.**
- Kindly complete and submit the Central Supplier Database Report submit together with submit together with a valid tax clearance certificate.

8.2 Further information regarding technical matter and queries can be send via email to: Calvyn.Sihwili@thehda.co.za or at tel: 011 5441000

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

8.4 Proposals should be submitted on or before the **24 January 2018** by no later than 12h00 to:

**Attention: The Procurement Officer
Housing Development Agency
Block A, Riviera Office Park
6-10 Riviera Road, Killarney
Johannesburg**