



TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER TO DECOMMISSION AND RECOMMISSION
THE HDA SERVER ROOM (SERVER AND STORAGE UNITS, SWITCHES, SERVER
CABINETS)**

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.

2. Scope of Work

The HDA seeks to appoint a service provider to decommission and recommission the HDA server room

The HDA is relocating to new office space in the Sunninghill area and seeks to appoint a service provider to:

1. Decommission and recommission the server room.
2. HP accredited installer of server and switches (please attached)
3. Ensure all equipment are labelled, packed in protective packaging.
4. Ensure the equipment is move a in stock absorbing truck (please provide picture of truck)
5. Ensure all equipment is recommissioned at the new office and tested.
6. Provide transit insurance to the value of R2 000 000.00

Items	QTY
Server	8
Storage Units	4
Switches	20
PABX	1
Server Cabinets	4

The above equipment is moving from Eskom Megawatt Park to 4 Kikuyu Road, Sunninghill.

4. 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 point's allocation for price and Specific Goals compliance on an 80/20-point system:

Table 1 – Price and Specific Goals

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
Specific Goals	Specific Goals Contributor Score	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:

- Certificates issued by the following agencies SANAS, IRBA or CCA.

8.3. Further information regarding supply chain matter and queries can be sent via email to: Njabulo.Hlongwane@thehda.co.za or at tel: 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.