



**TERMS OF REFERENCE**

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**TO SUPPLY NINTEX WORKFLOW STANDARD EDITION**

**RFQ/JHB/2023/113**

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**QUOTATIONSTO BE SUBMITTED BY**

**25 OCTOBER 2023 AT 11H00**

## 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

To supply and deliver Nintex Workflow Pro which includes the following:

- a. Unlimited Users
- b. Unlimited workflows
- c. Forms
- d. Mobile App
- e. Premium Connectors
- f. Analytics
- g. Supper 8 x 6

## 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	20
<b>TOTAL</b>		<b>100</b>

## **5. General**

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

**5.1.1.** It is important to note that companies quote for the correct item listed on the attached schedule.

**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,**) obtainable from HDA Website:  
[www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.

**5.1.3 Further information regarding supply chain matter and queries can be sent via email to: Naledi.Aphane@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.** 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.