

P.O. Box 3209,
Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



TERMS OF REFERENCE

**TO SUPPLY AND MAINTENANCE OF GREEN ECO-FRIENDLY
OFFICE PLANTS FOR THE HOUSING DEVELOPMENT AGENCY,
25TH FLOOR, EMBASSY BUILDING, 199 ANTON LEMBEDE STREET,
DURBAN**

RFQ/KZN/2018/004

**APPLICATIONS TO BE SUBMITTED BY
NOT LATER THAN
12 NOON ON TUESDAY 31 JULY 2018**

JULY 2018

3. Discussions

The items supplied should be of a high standard and effective in the quoting and delivery of the office plants

4. Outputs/Deliverables

Service Provider is encouraged to raise additional areas which they believe will enhance the objective of the brief.

5. Timeframes

The supply of healthy eco-friendly green plants will be required for a period of 3 years.

6. Required Skills

The professional service provider is required to provide a minimum of the following skills and expertise considered necessary for effectively implementing the assignment:

- Effectively and efficiently supply plants to enhance the offices and have such knowledge as to recommend placement of plants to ensure the maximum lighting and air flow.

7. Evaluation Process

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:

- The benchmark of a minimum **70** points out of 100 points on **technical capability** will be the cut off to qualify for further evaluation.
- Those that qualify will be assessed using the **80:20** formula for Price and B-BBEE as per the PPPFA

Table 1 - Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Capacity and experience of the proposed team	<ul style="list-style-type: none">➤ Demonstrate their ability in similar assignments (15 points)➤ Illustrate their understanding of the services required (15 points)	30
Company profile and resources	<ul style="list-style-type: none">➤ Relevant skills and expertise of the members and their functioning as a multi-disciplinary unit to be able to deliver on all aspects of the proposal. (15 points)➤ A minimum of three reference letters from companies who have used the company for the supply of plans (15 points)	30

Approach and methodology, work plan and process	<ul style="list-style-type: none"> ➤ Demonstrate a conceptual understanding and subject matter command in the proposal approach, process, deliverables and output (20 points) ➤ Proposed methodology detailing proposed process, description of tasks in relation to process, outputs and deliverables (20 points) 	40
TOTAL		100

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

Table 2 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	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:

- Valid original tax clearance certificate.
- 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.**

8.2. Further information regarding technical matters can be sent an email to: Colette.elskie@thehda.co.za or at tel: 031, 335 7300, and

8.3. Further information regarding supply chain matter and queries can be sent via email to: Sindisiwe.Mweli@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.

10, Submission of Quotation

10.1. Quotations should be submitted on or before the **31 July 2018** by no later than **12h00** to:

Attention: Supply Chain Management

Block A, Riviera Road Office Park

6-10 Riviera Road, Killarney

Johannesburg

10.2. 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.