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REQUEST FOR QUOTATIONS

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO
RENEW THE FIVE AUTODESK ARCHITECTURE ENGINEERING &
CONSTRUCTION COLLECTION LICENCES FOR THE DURATION OF ONE
YEAR.**

RFQ/JHB/2020/019

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN
22 OCTOBER 2020 AT 12H00**

1. BACKGROUND AND 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 part of its legislative mandate, the Act, provides for the Agency to assist organs of state with the upgrading of informal settlements.

The National Technical Team provides Urban Designs and Architectural designs for internal and external stakeholders and requires the appropriate software to generate this kind of work.

2. PURPOSE

The Housing Development Agency (HDA) seeks to renew the five (5) Autodesk Architecture Engineering & Construction Collection licences for the duration of one year.

3. SCOPE OF WORK

It is the intention of the HDA to renew the **five (5)** Autodesk Architecture Engineering & Construction Collection licences for the duration of one year.

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 BEE as per the PPPFA.

The following criteria will be used for points allocation for price and BEE compliance on a 80/20 point system.

Table 1 – Price and BEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

The HDI proposal will be evaluated as per PPPFA regulations.

5. PAYMENT STRUCTURE

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

6. GENERAL

6.1 Below are compulsory requirements for this service

6.1.1 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.

6.1.2 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, 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.**

6.2 Further information regarding technical matters can be sent by an email to:

Palesa.Mogotsi@thehda.co.za or at Tel: 011 544 1000, and

6.3 Further information regarding supply chain matter and queries can be send via email to:

njabulo.hlongwane@thehda.co.za _or at Tel: 011 544 1000.

7 Terms and Conditions.

7.1 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.

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

8 Submission of Quotation

8.1 Quotations should be submitted on or before the 22 October 2020, by no later than 10h00 via email to Procurement@thehda.co.za

8.2 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.