

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



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**REQUEST FOR QUOTATION**

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**IT EQUIPMENT**  
**RFQ/CPT/2020/003**

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**QUOTATIONS TO BE SUBMITTED BY**  
**NOT LATER THAN**  
**12H00 ON 08 MARCH 2021**

## Terms of Reference

### 1. Introduction

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition HDA provides project delivery support services to organs of state at local, provincial and national level. Informal settlements upgrading and project management services are a particular focus of the organisation.

### 2. Scope of Work

The HDA requires the assessment (compulsory), supply, delivery, installation, configuration and cabling of an APC Smart-UPS RT 2000VA 230V SURT2000XLI battery pack that can provide for 20 minutes of power and controller at our Cape Town office, with the following specifications (please note that we have a controller already, but assessments are encouraged). Below is a picture of the equipment that we already have (which is the same spec as provided below) but it is not installed:



#### Specifications:

UPS Model Name: APC Smart-UPS RT  
UPS Model Number: SURT2000XLI

#### Region where UPS will be installed:

##### PHYSICAL ADDRESS

6TH FLOOR, PIER PLACE,  
31 HEERENGRACHT STREET  
CAPE TOWN  
8001

TELEPHONE: 021 481 2900  
FAX: 021 481 2913

### 3. 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 B-BBEE as per the PPPFA.

The following criteria will be used for points allocation for price and BBB-EE compliance on a 80/20 point system:

Table 1 – 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
<b>TOTAL</b>		<b>100</b>

The HDI proposal will be evaluated as per PPPFA regulations.

#### 4. Payment structure

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

#### 5. General

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

5.1.1 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.

5.1.2 Kindly submit the following:

- CSD registration report (Registration with the National Treasury **Central Supplier Database**, 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](http://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.**

5.2 Further information regarding technical and supply chain matters and queries can be send via email to: [procurement@thehda.co.za](mailto:procurement@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 No payment will be made where there is an outstanding information/work by the service provider/s.

## **7 Submission of Quotation**

7.1 Quotations should be submitted on or before the 08 March 2021 by no later than 12h00 to the following email address: [procurement@thehda.co.za](mailto:procurement@thehda.co.za)

7.2 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.