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TERMS OF REFERENCE

**TO SUPPLY THE SUPPORT OF AN EXTERNAL ANONOMOUS STAFF SURVEY AND
RESULTS OVER A TWO MONTH PERIOD**

RFQ/JHB/2019/017

QUOTATIONSTO BE SUBMITTED BY

NOT LATER THAN 12HOO

ON 01 NOVEMBER 2019

October 2019

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 create an online anonymous survey for approximately 250 staff to gather information on specific subject matter. The survey could have between 20 – 30 questions and reports must be developed and available in order to analyse the relevant information.

- Develop Survey that is web based.
- Survey to be live for one month
- Communication to all staff
- Weekly reminders to all staff to complete the survey
- Monitor responses
- Develop week reports (including relevant data and graphs)
- Weekly reports on number responses
- Consolidated report after close of survey

3. Outputs/deliverable

The services supplied as follows:

- High standard and quality
- Confidentiality
- Accurate information presented
- Easily accessible survey
- Report presented of good quality

4. Timeframes

The survey to be developed and available for roll out a week after appointment.

The survey to be available for 14 working days.

Reports to be submitted 5 working days after survey closes.

5. 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

- Effective and efficient supply of climate surveys

6. 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 point's allocation for price and B-BBEE compliance on an 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
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:

- 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.**

8.2. Further information regarding technical matters can be sent an email to: Abieda.Asvat@thehda.co.za or at tel: 011 544 1000, 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 **01 November 2019** by no later than **12h00** to: Sindisiwe.Mweli@thehda.co.za

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.