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RFP/CPT/2017/002

**THE APPOINTMENT OF A SERVICE PROVIDER TO BUILD A COMMUNITY
CENTRE IN PHILIPPI ERF 8171**

**PROPOSALS TO BE SUBMITTED BY
NOT LATER THAN**

18 AUGUST 2017 AT 12H00

NO COMPULSORY BRIEFING SESSION

1. PURPOSE

The HDA seeks to secure the services of an experienced service provider to build a 70m² pre-fabricated structure including connections to municipal services.

2. BACKGROUND AND INTRODUCTION

The Housing Development Agency (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 HDA has received a directive from the National Minister of Human Settlements, Honourable Lindiwe Sisulu, to assist elderly women from Ward 35 in Nyanga, Crossroads with a temporary sewing facility.

Erf 8171 in Nyanga, Lower Crossroads has been identified as suitable land for the facility and is currently vacant.

3. SCOPE OF WORK

3.1 Service Providers are required to supply the necessary plant, equipment and labour and construct a 50m² and 25m² prefabricated building which includes the following deliverables:

- a) Drafting of building plans and submission to the relevant authorities.
- b) Completion and submission of applications for connections to existing municipal services.
- c) Erecting of a 2m high galvanised diamond mesh fence on 100-150mm gum poles with a 4 wide vehicle gate and a 1m wide pedestrian gate.
- d) Construction of a 50m² building with 5 x (1m x 1m) aluminium windows, a standard size door (2032mm x 813mm), burglar bars and a security gate, a disabled friendly toilet, a ramp at main entrance including connections to municipal services.
- e) Construction of a 25m² building with 2 (1m x 1m) aluminium window, a standard size door (2032mm x 813mm), burglar bars and a security gate, a ramp at main entrance including connections to municipal services.
- f) Plans for the above mentioned structures must be presented to the client for approval.
- g) Transporting of two 6m long ablution containers from Washington road in Langa to erf 8171 in Nyanga, Lower Crossroads.
- h) Connection of municipal services to the two ablution containers i.e. water, sewer and electricity.
- i) The tenderer will expected to provide a delivery program for the client's approval.

4. SUBCONTRACTORS - SUBMISSION OF OWNERSHIP

The Contractor shall submit the names and addresses of subcontractors he employs to the duly authorised official, at the commencement of the contract and at such times during the contract as may be required.

The main Contractor will be held responsible for the satisfactory execution of the contract.

The Contractor shall be entirely responsible for the conduct and behavior of all men engaged by him.

5. HEALTH AND SAFETY

The service provider must comply with the applicable Health and Safety Regulation.

6. PRICING

Item	Description	QTY	Unit	Rate	Total (*) (Incl VAT)
1	Drafting of building plans and submission to the relevant authorities.	1	Item	R	R
2	Completion and submission of applications for connections to existing municipal services.	1	Item	R	R
3	Erecting of a 2m high galvanised diamond mesh fence on 100-150mm gum poles with a 4 wide vehicle gate and a 1m wide pedestrian gate.	150	m	R	R
4	Construction of a 50m ² building with 5 x (1m x 1m) aluminium windows, a standard size door (2032mm x 813mm), burglar bars and a security gate, a disabled friendly toilet, a ramp at main entrance including connections to municipal services.	1	Item	R	R
5	Construction of a 25m ² building with 2 (1m x 1m) aluminium window, a standard size door (2032mm x 813mm), burglar bars and a security gate, a ramp at main entrance including connections to municipal services.	1	Item	R	R

6	Transporting of two 6m long ablution containers from Washington road in Langa to erf 8171 in Nyanga, Lower Crossroads.	1	Item	R	R
7	Connection of municipal services to the two ablution containers i.e. water, sewer and electricity.	1	Item	R	R
	TOTAL				R

(*) Rate to include all costs, e.g. Salaries, protective clothing, tools, equipment , standing time and wet rate etc.

7. METHODOLOGY

The service provider must supply a detailed methodology. This must include:

- A statement on how the service provider understands the requirements of this assignment.
- An indicative plan of the service provider's approach, referring to the assignment milestones and timeframe
- A clear statement of available expertise and capacity to match the requirements of this assignment.
- Details of previous experience listed.

8. EVALUATION PROCESS

8.1 In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the HDA will adhere to its policy on the appointment of services providers.

8.2 TECHNICAL EVALUATION CRITERIA

The HDA needs to be satisfied, in all respects, that the organisation selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process

The general methodology of selection will be that proposals will first be evaluated on their technical ability to perform the task. **Any proposals scoring below 70% of the points noted in the table below will be disqualified for the second evaluation.** The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using a 80/20 Price/B-BBEE formula.

Table 1 – Evaluation Criteria

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Lead Company profile (Attach Organogram)	Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company	10
CVs of team members proposed to do the work	<p>Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience. Adequacy and completeness of skills of team presented and fit for task.</p> <ul style="list-style-type: none"> • Qualification and experience of proposed key personnel • • Principal Engineer (representative of the service provider): Professional Engineer (Pr Eng.) or Professional Engineering Technologists (Pr Tech Eng.) in civil or structural engineering who is qualified and registered with ECSA and have PR number, • • 5 years' experience and above = 22 points • 4 years' experience =10 points • 3 Years' experience = 4 points • Project Manager: Monitoring and Evaluation: • A Professional Construction Project Manager, Professional Construction and//or Civil Engineer registered with SACPCMP and/or ECSA with proof of registration • 3 years' experience and above =15 points • 2 years' experience =5 points • 1 years' experience = 3 points • Construction Health and Safety Officer: • 6 months certificate in Occupational Health & Safety • 6 months experience and above = 3 points 	40
	Related work of the lead company and specifically work experience in the Province	10

Approach, Methodology , Work Plan and Process	Work programme, plan and allocation of resources and tasks.	20
	Meeting deliverables and timeframes	10
	Proposed methodology	10
TOTAL		100

8.3 The following criteria will be used for point's allocation for price and B-BBEE compliance on a 80/20 point system:-

Table 2 : Price & BBBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE Status Level Verification Certificate from accredited verification agencies.	B-BBEE Level Contributor	20
TOTAL		100

NB: Service providers may be requested to clarify information in their proposal. This information must be supplied free of charge.

9. GENERAL

Below are compulsory requirements for this service.

- a. 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.
- b. Kindly complete and submit the Central Supplier Database Report if not already on our database and submit together with:
 - o Valid and Original or Certified BBBEE Status Level Verification Certificate issued by the following agencies SANAS, IRBA or CCA
 - o SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- c. Further information regarding supply chain matter and queries can be send via email to: Jane.Mahlangu@thehda.co.za

Further information regarding technical matters and queries can be sent via email to: Sam.matshisi@thehda.co.za

10. TERMS AND CONDITIONS

10.1 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.

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

11. SUBMISSION OF TENDERS

Tenders should be submitted on or before the **18 August 2017** by no later than **12h00** to the following address:

**Tender box for attention
The Procurement Specialist
The Housing Development Agency
129 Bree Street, Cape Town
Tel: 021 481 2900**

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.