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Houghton, 2041
Megawatt Park,
1 Maxwell Drive,
Sunninghill



TERMS OF REFERENCE

**REQUEST FOR A QUOTATION FOR THE SERVICES OF A B-BBEE RATING AGENCY
REPORT FOR THE FINANCIAL YEAR 2022 – 2023**

RFQ/JHB/2023/058

QUOTATIONS TO BE SUBMITTED BY

NOT LATER THAN 11H00

ON 13TH SEPTEMBER 2023

1. INTRODUCTION

- 1.1. The Housing Development Agency (HDA) is a national public sector development agency that *inter alia* has the mandate to identify, acquire, prepare and develop suitable land for human settlements. The agency also undertakes the programme and project management for development of housing and human settlements. The HDA carries out its functions in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers and financiers.
- 1.2. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. Additionally, HDA provides project delivery support services to organs of state at local, provincial and national level. The project management of informal settlements upgrading, mining towns upgrading, social, student and emergency accommodation services are some of the focus areas of the organisation. For more information about the HDA, please visit our website: www.thehda.co.za.
Follow us on Twitter @The_HDA and on Facebook: TheHDA.

2. BACKGROUND

- 2.1. The HDA is subject to the South African Public Finance Management Act (PFMA) and in accordance with Section 55 (1) (d) (i) of the Act:
 - 2.1.1. “The accounting authority for a public entity—
 - 2.1.2. (d) must submit within five months of the end of a financial year to the relevant treasury and, in the case of a department or trading entity, also to the executive authority responsible for that department or trading entity —
 - 2.1.3. (i) an annual report on the activities of that department, trading entity or constitutional institution during that financial year.”

3. OBJECTIVE OF THE PROJECT

- 3.1. It is for this reason that the Agency seeks a reputable and accredited service provider to assist with the rating and compliance by the HDA to the BBBEEE application status for the 2022 – 2023 financial year in order to comply with the relevant Act and regulations.

4. MINIMUM REQUIREMENTS

4.1. Qualifications & Experience

- 4.1.1. A registered and accredited company in relevant field with the DTI and SANAS:
- 4.1.2. Proof of capacity to conduct the rating process within a period of 8 weeks.
- 4.1.3. 5-10 Years experience in the field.

5. SCOPE OF WORK

- 5.1. The HDA requires a detailed report of the findings, gaps and recommendations on the status of the company's compliance status.
- 5.2. The HDA requires benchmarking exercise that they can refer to.
- 5.3. The HDA requires a certificate on completion of the exercise.
- 5.4. The HDA seeks to appoint a service provider to provide BBEEE rating services that will indicate their level of compliance to the Act.

(PLEASE PROVIDE A QUOTATION BASED ON THE DETAILED SPECIFICATION BELOW)

1. Research on the current HDA compliance status	
2. Skills transfer and Value-Add to the HDA Transformation Team on the application of the Act	
3. Detailed report on the findings, gaps and recommendations that will accompany the certificate by the DTI & SANAS.	

6. DELIVERABLES & OUTPUTS

- 6.1. In accordance with the relevant standards and procedures for professional practice, and contracted scope of work, the service provider will submit and make presentation on the following outputs and deliverables:

7. EVALUATION

- 7.1. Bidders must provide a quote clearly stating amount for each activity stated in the **Scope of Work**.
- 7.2. The HDA needs to be satisfied, in all respects, that the bidder appointed has the necessary resources, qualifications and abilities to complete this project successfully, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process. **Curriculum vitae of the key personnel working on the project must be included with the quote, i.e., Researcher with relevant experience.**
- 7.3. The bidder must submit a **company profile with letters of completion of work previously done**.
- 7.4. This is a request for quote (RFQ) and service provider appointment will be based on a quote comparison analysis.
- 7.5. All quotes must be VAT inclusive and bidding companies must provide an indication of how they will manage the billing process and ensure that invoices are submitted.
- 7.6. In order to facilitate a transparent selection process that allows equal opportunity to all bidders, the HDA has a policy for the appointment of service provider that will be adhered to.

8. BELOW ARE COMPULSORY REQUIREMENTS FOR THIS SERVICE

- 8.1. 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 organisational guidelines.

9. SUBMISSION OF QUOTATIONS

- 9.1. Quotations should be submitted on or before the **13 September 2023 by no later than 11h00** to: Procurement@thehda.co.za.
- 9.2. Technical queries can be emailed to Communication@thehda.co.za.
- 9.3. Further information regarding supply chain matter and queries can be send via email to: Hlengiwe.Sibisi@thehda.co.za or at Tel: 011 544 1000.
- 9.4. The selection of the qualifying submission will be at the HDA's sole discretion. The HDA does not bind itself to accept any bid and reserves the right not to appoint any service provider.
- 9.5. The evaluation process is based on:
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.

10. TABLE 1-FUNCTIONALITY CRITERIA

10.1. 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 80% 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 Specific Goals using an 80/20 Price formula.

10.2. The following criteria will be used for point's allocation for price and Specific Goals compliance on an 80/20 point system:-

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company profile	Company profile with experience in rating companies and compliance in B-BBEE application.	20
	Capability to provide skills transfer and a value-add to the HDA 's Transformation & Empowerment team on the interpretation and application of the BBEEE Act.	20
	References: 1-2 Testimony Letter/Contactable References (6 Points) 3-4 Testimony Letter/Contactable References (13 Points) 5 and above Testimony Letter/Contactable References (20 Points)	20
Understanding of the work	Quality and responsiveness of the project proposal towards the scope of work as described on this Terms of Reference	30
Approach and methodology	Methodology and approach clearly describing the workflow for a rating and research exercise.	10
TOTAL		100

10.3. 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 Specific Goals using an 80/20 Price/Specific Goals formula.

10.4. The following criteria will be used for point's allocation for price and Specific Goals compliance on an 80/20-point system:

Table 2 – Price and Specific Goals

CRITERIA	SUB-CRITERIA	WEIGHTING/POINTS
Price	Detailed budget breakdown	80
Specific Goals	Specific Goals level	20
TOTAL		100

10.5. The HDI proposal will be evaluated as per PPPFA regulations.

11. PRICING SCHEDULE

Item	Task	Rate (R)	Unit/Hour	Total (R)
1.	Research for rating			
2.	Capacity building for the Transformation Team			
3.	Detail reporting and certificate production			
4.	Benchmarking exercise			
SUB-TOTAL (1) + (2) + (3) + (4) + (5)				
+ VAT @ 15%				
GRAND TOTAL				