

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



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**REQUEST FOR PROPOSALS**

**FOR THE DEVELOPMENT OF A PROJECT READINESS METRIX FOR MOSES KOTANE  
LOCAL MUNICIPALITY**

**RFP/NW/2018/008**

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**PROPOSALS TO BE SUBMITTED BY**

**NOT LATER THAN**

**12H00, ON 04 DECEMBER 2018**

## **1. INTRODUCTION AND BACKGROUND**

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

As part of its legislative mandate, Section 7 of the Housing Development Agency Act, (Act No. 23 of 2008) requires the Agency to, amongst others, undertake any processes relating to approvals required for housing development, prepare necessary documentation for consideration and approval by the relevant authorities, monitor progress of the development of immovable property acquired for the purposes of creating sustainable human settlements.

The HDA has been appointed by the National Department of Human Settlements to assist with the Human Settlements component of the National Mining Towns Intervention. The objectives of the human settlements component of the intervention require the transformation of the mining towns through the creation of sustainable integrated human settlements.

The intervention requires the following broad thrusts:

- Fast-tracking and supporting existing human settlement projects in the mining towns areas.
- Identification of suitable areas of further areas of investment taking into account the human settlement conditions in the identified mining town.
- Identification of partners for implementation; and
- Providing technical support to mining towns.

## **2. OBJECTIVES OF THE PROJECT**

The objective of this project is to develop a readiness Metrix for all projects that emanated from the Spatial Transformation Plan

### **3. SCOPE OF WORKS**

#### **3.1 Development Pipeline**

- Identification of specific areas, within the identified mining town, that require intervention (providing a detailed description of the identified projects and status)
- Assess the state of readiness of the identified projects from the Spatial Transformation Plan

#### **4 Provide a Metrix of all the projects detailing:**

- Full descriptions of the projects
- Location of the projects in the context of the municipal planning
- Status quo in terms of the land ownership arrangements
- Status and alignment of the projects with the IDP and provincial planning Identify and rank projects in terms of priority over the multiyear horizon;
- Alignment with other priority programmes such as Catalytic programme and UISP
- The service provider shall demonstrate a record of consultations with the municipality on the compilation of the readiness metrics.

### **5 METHODOLOGY AND WORK-PLAN**

- In order to ensure coherence, this project shall be managed by a single entity.
- The project plan and methodology must clearly outline and define the process plan of executing the project.
- The service provider must outline the project plan, extent and the costs associated with the activities or tasks.
- The service provider shall provide a workable and practical work-plan for project implementation

### **6 REQUIRED EXPERTISE**

The following skills and experience are required for this project:

- In-depth and robust human settlement planning and policy knowledge and expertise
- Development Planning Policy and expertise
- Understanding of mining and housing strategies of different mining companies
- Demonstrable work experience in mining towns

## **7. REPORTING AND CONSULTATIONS**

The HDA will set-up an Oversight Committee consisting of key HDA staff for the project. The project will be managed by a Project Manager assigned to the project from within the HDA.

### **The successful service provider shall:**

- Consult with the relevant stakeholders in a structured manner and avail record of consultation, especially with the mining companies and affected community in the area.
- Conduct presentations outlining and summarising the main components on each of the phases detailing the outcomes with relevant stakeholders. Some consultations, feedback and reporting shall be conducted in the municipal area concerned. The frequency of the consultation shall be determined at project plan level
- Furnish the HDA with the final reports as follows:
  - ✓ Three copies of the printed report.
  - ✓ Three USBs with high resolution versions of the report in source document format as well as PDF.

## **8. OWNERSHIP AND PUBLICATION OF DELIVERABLES:**

The HDA will become the owner of all data collected, reports, unique indicators tailored for use by the HDA, furnished and/or compiled by the service provider during the course of and for the purposes of executing the agreement to the extent that copyright in any intellectual property compiled by the service provider during the course of and for purposes of the agreement vests with the service provider. Such copyright will become the property of the HDA, unless otherwise agreed by the HDA in writing.

## **9. CONFIDENTIALITY**

Information gathered, and data used by the service provider shall remain confidential.

## **10. DATA QUALITY**

In accordance with the relevant standards and procedures for professional practice and contracted scope of work, the professional service provider will submit the work as outlined

above and in format that is possible to calibrate and manipulate with other GIS related tools and CAD software (DWG/DXF/Shape Files). All the material data which affects the site shall be accurately measured and geo-referenced and projected in the appropriate survey system. No inferior, inaccurate or incompatible data will be accepted by the HDA. A clear interpretation and analysis of all the material issues pertaining to scope of works is required.

## **11. DURATION OF THE PROJECT**

It is anticipated that the project will take a maximum of **3 (three) months** to complete.

## **12. PRE-QUALIFICATION CONDITIONS WHICH AN APPLICANT MUST MEET IN ORDER TO BE CONSIDERED:**

- Having a stipulated minimum B-BBEE 1-4 status level of contributor
- An EME QSE

## **13. EVALUATION PROCESS**

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.

In order to facilitate a transparent selection process that allows equal opportunity to all production companies, 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 80/20 Price/B-BBEE formula.

**The following criteria will be used for functionality evaluation:**

a. **Table 1 – Functionality Criteria**

<b>CRITERIA</b>	<b>SUB-CRITERIA</b>	<b>WEIGHTING/ POINTS</b>
<b>Company profile and individual team members (CVs)</b>	Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company <b>(10 Points)</b>	<b>10</b>
	<ul style="list-style-type: none"> <li>• Urban Development</li> <li>• Development Planning</li> <li>• Town planning</li> <li>• Postgraduate qualifications will be an added advantage <b>(20 Points)</b></li> </ul>	<b>20</b>
<b>Level of Experience</b>	Previous work in: <ul style="list-style-type: none"> <li>• Mining towns projects <b>(15)</b></li> <li>• NUSP projects <b>(10)</b></li> <li>• Compilation of the STP <b>(15)</b></li> </ul>	<b>40</b>
<b>Approach and methodology</b>	<ul style="list-style-type: none"> <li>• Methodology, time frames for delivery and clear understanding of information to be collected and the rationale thereof</li> </ul>	<b>30</b>
<b>Total</b>		<b>100</b>

14. 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 and B-BBEE**

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

The HDA proposal will be evaluated as per PPPFA regulations.

#### 15. TERMS AND CONDITIONS

- HDA undertakes to pay in full within 30 (thirty) days of all valid claims for work done to its satisfaction and upon presentation of a substantiated claim/invoice.

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

## 16. SUBMISSION OF PROPOSALS

- Proposals should be submitted in a sealed envelope clearly marked **Development of a Project Readiness Metrix** and deposited in a tender box on or before the **04 December 2018** not later than **12H00** to the following address:

**Attention: Procurement Specialist**

The housing Development Agency,  
Block A, Riviera Office Park  
6-10 Riviera Road  
Killarney, Johannesburg

- Further information regarding technical matters may be sent via email to: [Simon.Maluleke@thehda.co.za](mailto:Simon.Maluleke@thehda.co.za) or telephone 011 544 1000.
- Further information regarding supply chain matters and queries may be sent via email to [Sindisiwe.Mweli@thehda.co.za](mailto:Sindisiwe.Mweli@thehda.co.za) or telephone 011 544 1000.

## 17. Proposals must be accompanied by:

- A company profile
- CSD registration report (registration with the **National Treasury Central Supplier Database**. If not yet registered, please use the following link to register : <https://secure.csd.gov.za>.
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from the 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.
- Proposal/quotation.

18. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any bid/proposal; and the HDA reserves the right not to appoint the consultant.