

Houghton, 2041
Block A,
Riviera Office
Park,
6-10 Riviera
Road,
Riviera



REQUEST FOR PROPOSALS

**THE APPOINTMENT OF A SERVICE PROVIDER TO ERECT A
PREFABRICATED COMMUNITY FACILITY ON ERF 8171, PHILIPPI**

RFP/CPT/2017/006

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

25 OCTOBER 2017 AT 12H00

NO COMPULSORY BRIEFING SESSION

1. PURPOSE

The HDA seeks to secure the services of an experienced service provider in the supply and installation of a 58m² pre-fabricated structure, the submission of municipal applications for service connections, submission of plans and site layouts and the supply and installation of a perimeter fence to the property

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 a group of elderly women from Ward 35 in Nyanga, Crossroads with a temporary community facility.

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

3. SCOPE OF WORK

The Service Provider is required to supply the necessary plant, equipment and labour to construct a 58m² prefabricated structure which includes the following deliverables:

- a) Municipal applications and submissions:
 - i) Drafting of building and engineering plans for submission to the relevant authorities for approval;
 - ii) Submission to obtain way leaves, and other municipal administrations;
 - iii) Application for water, electrical and sewerage connections;
- b) Construction of a 58m² pre-fabricated structure that includes X1 partition wall creating to separate rooms and the inclusion of a disabled toilet with the following specifications (please see attached illustration of reference, **Annexure 1**):
 - i) Double pitched roof with beam support;
 - ii) 2600mm Wall/Ceiling height;
 - iii) Flame retardant polystyrene ISO core in accordance with SANS 428;
 - iv) Walls: 50mm thick or similar;
 - v) Roof: 75mm thick or similar;
 - vi) Door – 900 X 2000mm (X3) incl. a security gate to each door (X3);
 - vii) Windows – 1100 X 1000mm (the required amount per m², alternatively more than X6 windows) incl. burglar bars to all windows;
 - viii) Floor installation to be of light steel frame construction incl. floor boards and floor surface finish (preferably your cheaper floor finish option, vinyl finish);
 - ix) Electrical: X4 light fittings, X3 light stiches and X6 plug points incl. a distribution board;
 - x) Plumbing: X1 kitchen sink unit that includes a sink, one cold water tap and a

- cupboard below the sink, and X1 toilet pan and seat, X1 toilet cistern (to include all fittings), X1 basin and pedestal, and X1 cold water tap (for the disabled toilet);
 - xi) Disabled toilet to include X1 toilet roll holder and X2 hand rails;
 - xii) Ramp to the entrance of the unit in accordance to regulations for disabled individuals.
- c) Erecting of a 1.8m high galvanised diamond mesh fence on 100-150mm gum poles with a 4 wide vehicle gate and a 1m wide pedestrian gate.
 - d) Plans for the above mentioned structure and perimeter fence with access points must be presented to the client (HDA) for approval.
 - e) Transporting of two 6m long ablution containers from Washington road in Langa to Erf 8171 in Nyanga, Lower Crossroads.
 - f) On-site electrical, water and sewer service connections of the pre-fabricated structure and the two ablution containers, including compliance certificates for services installed.
 - g) Municipal services connections of the pre-fabricated structure and the two ablution containers i.e. water, sewer and electricity.
 - h) The tenderer will expected to provide a delivery programme 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 behaviour 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	Municipal applications and submissions (as per the Scope of Works).	1	Item	R	R
2	Construction of a 58m ² pre-fabricated structure that includes X1 partition wall creating to separate rooms and the inclusion of a disabled toilet (as per the Scope of Works).	1	Item	R	R

3	Erecting of a 1.8m high galvanised diamond mesh fence on 100-150mm gum poles with a 4 wide vehicle gate and a 1m wide pedestrian gate.	135	m	R	R
4	Transporting of two 6m long ablution containers from Washington road in Langa to Erf 8171 in Nyanga, Lower Crossroads.	2	No.	R	R
5	On-site electrical, water and sewer service connections of the pre-fabricated structure and the two ablution containers, including compliance certificates for services installed.	1	Item	R	R
6	Municipal services connections of the pre-fabricated structure and 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

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.

8.1 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 an 80/20 Price/B-BBEE formula.

Table 1 – Technical 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
Related Experience & CVs of team members proposed to do the work	Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience. <ul style="list-style-type: none"> Letters of appointment of similar work completed previously; <ul style="list-style-type: none"> 0-projects = 0 points 1-project = 8 points 2-projects = 15 points 3 or more projects = 25 points 5 or more projects = 40 points 	40
	Qualification and experience of proposed key personnel. <ul style="list-style-type: none"> A Professional Construction Project Manager, 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 = 8 points 1 years' experience = 4 points Construction Health and Safety Officer: <ul style="list-style-type: none"> 6 months cert. in Occupational Health & Safety = 5 Points 3 months experience and above = 3 points. 	20
Approach, Methodology , Work Plan and Process	<ul style="list-style-type: none"> Work programme, plan and allocation of resources and tasks. Meeting deliverables and timeframes Proposed methodology 	10 10 10
TOTAL		100

8.3 PRICE AND B-BBEE COMPLIANCE

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

Table 2 – Price & B-BBEE

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:
 - Valid and Original or Certified BBBEE Status Level Verification Certificate issued by the following agencies SANAS, IRBA or CCA (**Please do NOT submit copies of certified copies**)
 - 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: Sindisiwe.Mweli@thehda.co.za on tel: 011 544 1000
- d. Further information regarding technical matters and queries can be sent via email to: Sam.Matshis@thehda.co.za or Warren.Marrion@thehda.co.za on tel: 021 481 2900

10. TERMS AND CONDITIONS

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

11. SUBMISSION OF TENDERS

a. Tenders should be submitted on or before the **25 October 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**

b. 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.