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**REQUEST FOR PROPOSALS**

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**THE APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE SIGNING OF DEEDS  
OF SALE FOR THE HISTORICAL PROJECTS IN N2 GATEWAY PROJECTS IN  
WESTERN CAPE.**

**RFP/CPT/2017/003**

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

**25 AUGUST 2017**

## **1. PURPOSE**

The HDA seeks to secure the services of an experienced service provider to assist the Housing Development Agency (HDA) to conclude the signing of deeds of sale (Dos) in the N2 Gateway projects. This is done in order to conclude the transfer of some of the properties within specific areas. Conduct house to house signing of the deeds of sale so that transfer can take place in the historical projects of N2 Gateway. There have been attempts with little success before to get the beneficiaries to sign Dos. At the time of the previous attempts most beneficiaries were found to be out of the province, some have illegally sold the properties and some were renting them out. The purpose is to get those beneficiaries who are still in occupation of the houses. This assignment will focus on expediting the process of transfers for beneficiaries of this Human Settlements Development Project known as the N2 Gateway in Western Cape. This exercise will be implemented in partnership with the Western Cape Provincial Department of Human Settlements, Housing Development Agency (HDA) and the City of Cape Town.

## **2. THE HOUSING DEVELOPMENT AGENCY (HDA)**

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.

## **3. SCOPE OF WORK**

Execution of works will be concluded in the following Human Settlements projects, within the N2 Gateway Project in Western Cape, viz: Joe Slovo in Langa, Delft Symphony precinct 1&2, 4&6, 7-9, New Rest in Gugulethu, Boystown in Crossroads and TRA's 5, 5.1 and 6 in Delft.

Service providers will be appointed on the basis of the specialised and proven knowledge of the task. Service providers who wish to be appointed on this assignment must be registered on the supplier database of the HDA. As the completion of the deeds of sale requires, certain personal documentation needs to be attached. There is a fair amount of community engagement linked to implementing this mandate. The signing of deeds of sale will be conducted by visiting each house in the above areas to collect the personal information including ID books and marriage certificates of the applicants where applicable. The service provider will be paid per fully completed deed of sale of each unit. All the above are to have valid supporting documentation properly identifying the beneficiaries and or occupants of the houses.

The prospective service provider will have to achieve the following deliverables:

- 1) House to house signing of Deeds of Sale, collecting Id and marriage certificates. Prepare and submit a complete record of signed deeds of sale, with the supporting identification documents, i.e. Identity documents for both applicant and the spouse and marriage certificates where applicable. Where one of the partners have passed away a death certificate is required, where the parties have divorced, a final divorce order should be attached. An incomplete set of Dos will be rejected and the service provider will not be paid for an incomplete Dos.
- 2) After receiving beneficiary allocation list from HDA the service provider will verify or confirm if all the beneficiaries appears on HSS by printing out the HSS status report which will be attached on the signed deeds of sale when submitting. The service provider is required to have access to HSS, so the service provider must arrange HSS access through Provincial Human Settlements Department.
- 3) Prepare and submit progress reports as required by the HDA, the Service Providers are expected to provide HDA with all the data collected in a MS Excel format.

**Deliverable One: House to house Signing of Deeds of Sale**

The service provider will be expected to conduct a house to house signing of deeds of sale. Collecting Id documents of applicant and spouse, death certificates their marriage certificates or divorce papers, where applicable. Prepare and submit a complete record of deeds of sale signed, with supporting identification documents. The service provider should provide a detailed report on the houses whose occupant has changed. Service providers need to record the details of the current occupant and the contact details and the whereabouts of the original beneficiary, where the original beneficiary cannot be found. The service provider will verify and confirm each subsidy status by printing out the HSS status report which will be attached on the signed deeds of sale. The service provider will be expected to provide a template that will be used to record the houses where occupants have changed and the effort made to track the legally allocated beneficiaries.

Table below demonstrates the area and the total deeds of sale outstanding per project

Project	Qty
Delft Precinct 4 & 6	102
Delft Precinct 7-9	224
Delft Precinct 601	64
Delft Precinct 1 & 2	6
New Rest	60
Contingency	50
<b>TOTAL</b>	<b>506</b>

## **Deliverable Two: Submitting of weekly progress reports for each source area**

The report should state the number of deeds of sales signed per source area, , total deeds of sale that could not signed and the reasons for that.

The report should detail the number of beneficiaries who cannot be traced, a detailed register of the efforts to track down beneficiaries, the number of visitations made to each missing beneficiary.

### **3.1 Institutional Arrangements**

The service provider is required to engage directly with beneficiaries and community alike, with the assistance of HDA. It will be required to outline key professional individuals or teams that will be responsible for each component of the scope defined above. Information of the individuals or teams should be supplied, i.e. their contact details, qualifications, experience or professional background. This information should be supplied together with the implementation plan and the programme with clear time frames

## **4. METHODOLOGY**

It is envisaged that the service provider will make use of secondary/existing data sources in conducting this assignment. It is the aim of the HDA to secure the services of the multidisciplinary team of professionals who possess relevant and applicable subsidy administration and beneficiary management skills and related experience in the area of affordable housing. The service provider's submission shall provide a concise methodology of the intended implementation plan taking community dynamics into consideration as well as responsible programming and a close out report.

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.
- An indication of any innovative approaches and 'value-added' initiatives that the service provider may think appropriate.

## 5. MILESTONES

Milestone
1: Conclude house to house signing of Deeds of Sale, Collection of certified required documentation
2: Submitting of progress report

**Note: Time taken by the Project Manager to review the written reports and provide comment between the Deliverables is not included in the estimated time)**

### 5.1 Summary of Deliverables

The service provider is expected to produce the following deliverables:

- An implementation plan outlining key activities against timeframes
- Signed deeds of sale (overall)
- An assignment close-out report, detailing outputs and issues arising per assignment
- A report of those beneficiaries that could not be traced and a detailed register of efforts to track them down per assignment

## 6. TIMEFRAMES AND REPORTING

The conclusion of assignments should be completed within or by the end of the 6 months window allowed for. This timeframe is valid once the SLA has been signed by the HDA and the service provider /s.

A Service Level Agreement will be entered into between the successful service provider and the HDA to manage the quality of the service. In terms of reporting, the service provider will be required to:

- Provide the Project Manager with monthly status reports documenting progress of the project.
- Attend monthly project meetings with the HDA's Project Manager at the request of HDA
- Give status reports on the progress of the project to the Steering Committee when requested by HDA
- When submitting progress payments ensure that all payments certificates are accompanied by a payment schedule (payments are made for number of completed reports per beneficiary)

## **7. KNOWLEDGE AND EXPERTISE OF THE SERVICE PROVIDER**

The service provider must demonstrate the following characteristics as an indication of its capacity and readiness to implement the assignment:

- At least 5 -10 years' experience in the field of Human settlements development with emphasis on affordable housing development. Extensive and demonstrable experience in Human settlements programme(s), Breaking New Ground / RDP house model
- Working knowledge and proven experience in Housing Subsidy Systems (HSS), Qualification Criteria, Subsidy administration and beneficiary management.
- Proven experience in Social facilitation / Stakeholder management
- Promotion of integration-multi-sector interventions from other government departments
- Knowledge of the Housing Act 107 of 1997, and other related legislation regarding human settlements, Proven record in Deeds of sale sign up
- Proven experience in working with communities.
- Proven ability in effective written and oral communication.
- Proficiency in the use of standard word processing, web browsers, spread sheets and presentation software.
- Institutional capacity to successfully carry out an assignment of this nature.

In an event of a bid from a multi-disciplinary team, it is the responsibility of the lead consultant to appoint and manage all other sub-consultants.

## PRICING SCHEDULE

Pricing schedule				
Signing of deeds of sale				
Item	Description	Qty	Rate	Total
1	Signing of deeds of sale in Delft Precinct 4 & 6	102		
2	Signing of deeds of sale in Delft Precinct 7 - 9	224		
3	Signing of deeds of sale in Delft Precinct 601	64		
4	Signing of deeds of sale in Delft Precinct 1 & 2	6		
5	Signing of deeds of sale in New Rest - Gugulethu	60		
6	Signing of the 50 deeds of sale for Contingency purposes	50		
	<b>Sub Total A (item 1-6)</b>	<b>506</b>		<b>R</b>
7	Recording of the current occupants information where the original owner cannot be found	506		
	<b>Sub Total B ( Item 7)</b>			<b>R</b>
	<b>TOTAL (A+B)</b>			<b>R</b>
	<b>14% Vat</b>			<b>R</b>
	<b>TOTAL</b>			<b>R</b>

There will be no payment for items 1- 6 if the document is not fully completed. For item 7, there will be no remuneration for 0% success hence it is crucial for a service provider to list all the efforts made on each house.

## 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.

The following functionality criteria will be used for evaluating the tender.

- The benchmark of minimum **70 points** out of 100 points on technical functionality will be the cut off to qualify for further evaluation
- Those that qualify will be assessed using the **80:20** formula for Price and **B-BBEE** as per the PPPFA

### Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
<b>Lead Company profile (Attach Organogram)</b>	Company profile (s) to be submitted (in case of a joint venture, all companies must submit separate profiles) indicating the lead company plus relevant CV's	<b>40</b>
<b>Methodology &amp; Approach</b>	Demonstrable skills and capacity, level of relevant knowledge and experience in relation to beneficiary management. Adequacy and completeness of skills of team presented and fit for task.	<b>40</b>
	Related work of the lead company and specifically work experience in the Western Cape and government work. List of previous projects	<b>20</b>
<b>TOTAL</b>		<b>100</b>

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

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
<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>



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

## **9. GENERAL**

Below are compulsory requirements for this service.

- a. It is important to note that the successful service provider 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:
  - SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.
  - Quotation
- c. Further information regarding supply chain matter and queries can be sent via email to: [Sindisiwe.Mweli@thehda.co.za](mailto:Sindisiwe.Mweli@thehda.co.za)

Further information regarding technical matters and queries can be sent via email to: [lindilizwi.mngxekeza@thehda.co.za](mailto:lindilizwi.mngxekeza@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. CLOSING DATE**

Tenders should be submitted on or before the **25 August 2017** by no later than **12h00** to the following address:

**The Procurement Officer  
The Housing Development Agency  
129 Bree Street, Cape Town**

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.

