

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



REQUEST FOR QUOTATION

APPOINTMENT OF A CONSULTING ENGINEERING FIRM FOR THE DETAILED DESIGN AND CONTRACT DOCUMENTATION OF INTERIM SERVICES ON THE PORTION OF ELLISRAS EXTENSION 2 (ERVEN 10617 AND 10618) IN LEPHALALE, LIMPOPO

RFP/LIM/018

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12h00 ON 17 OCTOBER 2014

COMPULSORY BRIEFING SESSION

DATE: 10 OCTOBER 2014

**VENUE: BLOCK A 6-10 RIVIERA ROAD,
KILLARNEY, JOHANNESBURG**

TIME: 11H30

1. INTRODUCTION AND BACKGROUND

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 an organ of state, the HDA is accountable through its board to the Minister of Human Settlements. Visit www.thehda.co.za for more information. In Limpopo, the HDA has signed an implementation protocol with the Provincial Department of Cooperative Governance, Human Settlements and Traditional Affairs (CoGHSTA) to support the implementation of activities relating to housing delivery. In terms of the signed IP, the department has appointed the HDA to perform the following in particular;

- To act as its agent and representative to acquire, hold and prepare land required for housing and human settlements development
- To provide project management services as may be mandated from time to time

Within the framework of the signed IP, the HDA is supporting the department in the relocation of households from Marapong to a vacant site at Altoostyd. In order to achieve this objective, the HDA intends to utilize services of relevantly qualified and experienced engineering firm to under-take detail design, contract documentation and construction monitoring of interim services at Altoostyd.

2. LOCATION OF THE SITE

The site in question is currently vacant and located in Lephalale on Ellisras extension 2 township. The selected sites for relocation are erf 10617 measuring 3,3814 ha and erf 10618 measuring 3,1316 ha.

For aerial photographs, please refer to Annexures 1.

For the approved site layout plan, please refer to Annexures 2.

3. SCOPE OF WORK

The Civil Engineering Firm to be appointed will undertake the Detail Design and Contract Documentation of the installation of services in Erf 10617 and 10618.

The services design shall be in line with the approved Site Layout Plan. Such services shall include water, sewer and electricity (high mast lights with connection to generator), access roads and storm water management. These will be designed in accordance with Lephalale Local Municipality Engineering Design Standards and will connect to the existing bulk. The following are important to note;

- Lighting - 2 high mast lights working off diesel generators for 12 months- eventually to be connected to Eskom electrical lines
- Water- water reticulation from main connection in Onverwacht. To provide 3 to 4 standpipes down the edge of the site. Connection to the ablutions facilities will also be done.
- Design of a sump
- Sewer – The engineers will not be responsible for the design of the container ablution facilities but be restricted to the connections thereof to the main sewer lines. Four (4) ablution containers with showers and toilets will be connected to the sump. The procurement of the container ablution facilities shall be a separate appointment.

- Accommodation units – the consultant will design the slabs and location of the 136 Zozo house units of 6.5mx3.5m (23m²) tinned temporary accommodation. NB: The procurement for accommodation units will be a separate appointment in line with **is attached as annexure 3 - The full scope of work for accommodation units.**

The key registration requirements for the Engineers shall in line with the ECSA requirements for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No.46 of 2000).

The Scope of Works to be undertaken shall be the engineering services as follows:

Stage 2 – Concept and Viability (Preliminary Designs)

Prepare and finalize the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability of the project.

Stage 3 – Design Development (Detailed Design)

Develop the approved concept to finalize the design, outline specifications, cost plan, financial viability and programme for the project.

Stage 4 – Documentation

Prepare procurement and construction documentation

4 ESTIMATED CONSTRUCTION COSTS

The total estimated values including 10% contingencies and 14% VAT for the construction and installation of interim services for Ellisras Project is **R6, 000,000.00**.

5 TIMEFRAMES

It is anticipated that the project duration will be 3 weeks

6 LOGISTICS

6.1. Responsible Institution

The Housing Development Agency will be responsible for the assignment. The HDA team will meet the service provider at mutually agreed times at the beginning of the assignment and for reporting.

6.2. Project Management

All Technical queries should be directed to:

Mr Mogale Malatji

The Housing Development Agency

Contact number: 0716721050

Email: mogale.malatji@thehda.co.za

6.3. PROPOSAL REQUIREMENTS

- a) Tenders with methodology accompanied by detailed CVs of experts who will undertake and oversee the work will be submitted as annexures to the tender.
- b) The service provider must demonstrate their reputation, knowledge and expertise in line with the terms of reference as well as submit detailed CVs and proof of professional registration of personnel that will be assigned to undertake the works.
- c) The service provider shall ensure that its team has relevant expertise and have necessary equipment and support to undertake the work including demonstrating to having the necessary Professional Indemnity insurance in place.
- d) The service provider will adhere to agreed reporting requirements which will be outlined on the work plan.

7 CONTRACT

In addition to the letter of appointment, the appointed Service Provider shall be required to enter into a Professional Services Agreement with the HDA.

8 TECHNICAL EVALUATION CRITERIA

8.1 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

8.2 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	Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience. Adequacy and completeness of skills of team presented and fit for task.	40
	Related work of the lead company and specifically work experience in Limpopo 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

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

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

9 PAYMENT STRUCTURE

- 9.1. 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.
- 9.2. No payment will be made where there is an outstanding information/work by the service provider/s.

10 GENERAL

10.1. Below are compulsory requirements for this service

10.1.1. 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 organizational guidelines.

10.1.2. Kindly complete and submit the following:

- Valid original tax clearance certificate.

- SBD Forms (SBD4, SBD8 and SBD9) obtainable from HDA Website: 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.

10.2. Further information regarding technical matters can be sent an email to: mogale.malatjie@thehda.co.za or Tel: 0833991527

10.3. Further information regarding supply chain matter and queries can be send via email to: jerry.makofane@thehda.co.za or Tel: 011 544 1000

10.4 There will be a compulsory briefing session at 11h30, on the 10th October 2014, Block A, Riviera Office Park, 6-10 Riviera Road, Killarney, Johannesburg.

11 SUBMISSION OF PROPOSALS

11.1. Proposals should be submitted on or before 17th October 2014 by no later than 12h00 to the following address:

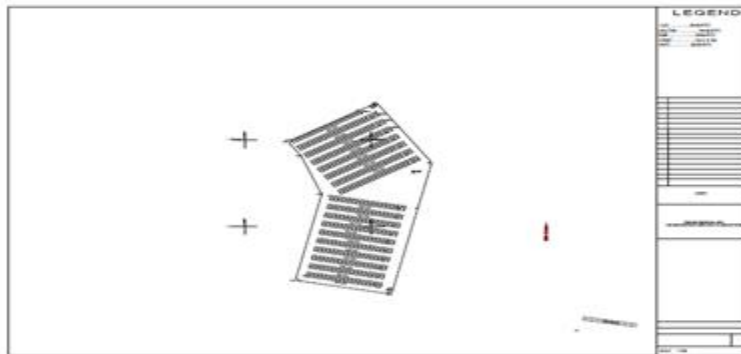
**The Procurement Specialist
The Housing Development Agency
Block A, 6-10 Riviera Road,
Killarney,
2193,**

Tel: 011 544 1000

ANNEXURE 1: Aerial Photograph



ANNEXURE 2: Site layout plan



ANNEXURE 3: Full scope of work for accommodation units

- I. The delivery and installation of 136 units of 6.5mx3.5m (23m²) tinned temporary accommodation structures to accommodate households.
- II. Carpentry, glazing welding Glazing etc, the structure should be easy to reconstruct and dismantle
- III. Employment of local labour and to the project including skills transfer training.
- IV. The Structure should be 6.mx3.m (18m²). Constitute of two rooms, two doors and two windows. Material to be used; Z275 corrugated sheet .05 Cromadek.

Windows ND4; Height 2.4

- V. As per the sketch on annexure 3
- VI. The screed should be 30mm deep with a ratio of 1:3 (cement to river sand)
- VII. A 300mm apron should be built around the structure. (1:3)
- VIII. The dimensions and heights, position of doors should as per sketch (to be provided at construction)