

1 Maxwell Drive,  
Megawatt Park  
Sunninghill  
2070



**REQUEST FOR QUOTATIONS**

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**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE  
RELOCATION OF FAMILIES AND THEIR BELONGINGS  
WITHIN THE N2 GATEWAY METROPOLE AREAS**

**RFP/CPT/2021/005**

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**PROPOSALS TO BE SUBMITTED BY**

**NOT LATER THAN**

**12h00 ON 16 NOVEMBER 2021**

## **TERMS OF REFERENCE**

### **1. The Housing Development Agency (HDA)**

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

### **2. Scope of Work**

1. Service Providers are required to demolish informal legal structures in Informal Settlements, remove and cart away the material to an approved City of Cape Town dumping site and relocate the families and their possessions to completed houses or temporary relocation units.
2. All relocations are still subject to compliance with Gazetted requirements to address and limit the effect and spread of the virus. These include, but are not limited to, the following:
3. Regulations Issued by the Minister of Cooperative Governance and Traditional Affairs, In Terms Of Section 27(2) Of The Disaster Management Act, 2002, On 29 April 2020 (Gazette No 43258)
4. Directive By The Minister Of Employment And Labour In Terms Of Regulation 10 (8) Of The Regulations Issued By The Minister Of Cooperative Governance And Traditional Affairs In Terms Of Section 27 (2) Of The Disaster Management Act, 2002 (Act No. 57 Of 2002) (Gazette No 43257)
5. Occupational Health And Safety Act, 1993: Construction Regulations, 2014: Guidelines (Gazette No 40883)
6. Directions Issued In Terms Of Section 27(2)(1) Of The Disaster Management Act, 2002 (Act No. 57 Of 2002) (Gazette No. 43320 - The once-off movement of persons and transportation of goods)

### **The service provider will have to achieve the following deliverables:**

- a) Demolish informal structures and get rid of the material to the nearest dumping site. All demolitions will be carried out under the supervision of the HDA and CoCT officials.
- b) Relocate families with all their belongings from informal settlements within the City of Cape Town.
- c) Families must be transported in a safe and dignified manner from their old dwelling to their new houses. The services provider will be expected to

provide trucks for the transportation of furniture and other belongings, and a minibus must be provided for the transportation of the families.

- d) The beneficiaries possessions must be placed inside their new houses or temporary relocation unit and not just outside.
- e) Clean Site after relocations, break up concrete, pick up and remove all rubbish, rubble, debris and cart away to nearest dumping site.
- f) Sanitize the informal settlement site after the legal structure has been dismantled.
- g) It is of necessity that the contractor can mobilise his staff on short notice including after normal working hours and weekends when required. The required response time is 1 hour to any location within the City of Cape Town. HDA officials must be able to contact the contractor on his/her Cell phones which must be available 24 hours a day and 7 days a week.
- h) Service Providers will be responsible for any loss or damages incurred during the relocations.
- i) The actual number of families to be relocated will be dependent of the number of houses or temporary relocation units available as of when required.
- j) The service provider will be expected to attend all relocations planning meetings.

### 3. Pricing

Item	Relocations	Unit	Qty	Rate per structure /household (*) (Incl VAT)	Total Costs (Incl VAT)
1	Relocating of furniture and families in a dignified manner to their new House /TRA, dismantling of structures, removal and carting away of material of informal structures	per structure/ household	180	R	R
2	Clean Site and sanitise after relocations, break up concrete, pick up and remove all rubbish, rubble, debris and cart away to nearest dumping site.	per site	292	R	R
	Total			R	R

(\*) Rate to include all costs, e.g. Salaries, protective clothing, tools, equipment , standing time and wet rate etc.

#### 4. Methodology

The service provider must supply a detailed methodology. This must include:

1. A summary on how the service provider understands the requirements of this assignment.
2. An indicative plan of the service provider's approach, referring to the assignment milestones and timeframe
3. Details of previous experience listed.

#### 5. Evaluation Process

5.1 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.**

a) The benchmark of minimum **70 points out of 100 points** on technical functionality will be the cut off to qualify for further evaluation.

b) Those that qualify will be assessed using the **80:20** formula for Price and **B-BBEE** as per the PPPFA.

5.2 Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria.

#### Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
<b>Company's Specific relevant Previous Experience in relocations</b>	<ol style="list-style-type: none"><li>1. 1 ≤ 2 years (15 points)</li><li>2. 3 ≤ 6 years (25 points)</li><li>3. 7 years and above (30 points)</li></ol> <p><b>Appointment letters with corresponding reference letters and include a list of prior relocation projects must be attached.</b></p>	<b>30</b>
<b>Methodology and Approach</b>	Summary of the requirements for the assignment <ol style="list-style-type: none"><li>1. Basic methodology (15 points)</li><li>2. Detailed methodology including work plan with timelines on key milestones, delivery dates &amp; organogram (30 points)</li></ol>	<b>30</b>

<b>Trucks (Normal Trucks)</b>	<b>Number of Trucks</b> Trucks with minimum carrying capacity 5 tons <b>Proof of ownership and/or signed lease agreements between parties must be attached.</b> 1. 1-2 vehicles (5 points) 2. 3-4 vehicles (15 points) 3. > 4 vehicles (20 points)	<b>20</b>
<b>Vehicles to transport occupants and families to the new site</b>	<b>Number of Vehicles</b> (minibus/quantums- please specify) <b>Proof of ownership and/or signed lease agreements between parties must be attached.</b> 1. 1-2 minibus/quantums- (5 points) 2. 3-4 minibus/quantums- (15 points) 3. > 4 minibus/quantums- (20 points)	<b>20</b>
<b>TOTAL</b>		<b>100</b>

<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>

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

## **6. 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. Please include the following documents:
  - A clear 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.oov.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 or an Original Sworn Affidavit.
  - Price Proposal For all work to be done.
  - Proof of ownership of vehicles required or signed lease agreements.
  - In the event of a consortium or a partnership, a consolidated B-BBEE rating accredited by a rating agency is required.
- c. Further information regarding this tender can be addressed to: Nqobile Mkhwanazi, tel. (011) 544 1000 / email: [nqobile.mkhwanazi@thehda.co.za](mailto:nqobile.mkhwanazi@thehda.co.za)

## **7. Terms & 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.

## **8. Submission of Proposals**

Proposals should be submitted on or before the **16 November 2021**, not later than 12h00 to the following address: [procurement@hda.co.za](mailto:procurement@hda.co.za) and CC [nqobile.mkhwanazi@thehda.co.za](mailto:nqobile.mkhwanazi@thehda.co.za)

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.