



RFQ DOCUMENT

REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER / INSTITUTION OF HIGHER LEARNING TO CONDUCT RESEARCH ON 'THE EVALUATION OF THE IMPACT OF THE HOUSING CONSUMER EDUCATION PROGRAMME ON BENEFICIARIES IN THE FREE STATE PROVINCE'

QUOTE NUMBER : HS-HCE 01-25/26
CLOSING DATE : 14 NOVEMBER 2025
TIME : 11:00
VALIDITY PERIOD : 60 DAYS

All bidders must indicate their CSD Registration number: _____

Total Quote price (as included in SBD 3.3) _____



RFQ ADVERT DATE:	06 NOVEMBER 2025
RFQ NUMBER	HS-HCE 01-25/26
TITLE OF RFQ	REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER / INSTITUTION OF HIGHER LEARNING TO CONDUCT RESEARCH ON 'THE EVALUATION OF THE IMPACT OF THE HOUSING CONSUMER EDUCATION PROGRAMME ON BENEFICIARIES IN THE FREE STATE PROVINCE'
EMPLOYER	FREE STATE HUMAN SETTLEMENTS (FSHS)
POSTAL ADDRESS	P.O BOX 247
TOWN/CITY	BLOEMFONTEIN
CODE	9300
PHYSICAL ADDRESS1	OR TAMBO BUILDING,
PHYSICAL ADDRESS2	7 TH FLOOR
PHYSICAL ADDRESS3	CNR ST ANDREW AND MARKGRAAFF STREETS
PHYSICAL ADDRESS4	9301
E-MAIL:	lerato.mofokeng@fshs.gov.za
CLOSURE DATE	14 NOVEMBER 2025
CLOSURE TIME(CAT)	11H00
TENDER BOX LOCATION	NB: QUOTATIONS MUST BE DEPOSITED AT THE FREE STATE DEPARTMENT OF HUMAN SETTLEMENTS TENDER BOX, GROUND FLOOR, OR TAMBO BUILDING, CNR MAKRAAFF AND ST ANDREWS STREET. E-MAILED QUOTATIONS WILL NOT BE CONSIDERED
SCM ENQUIRIES CONTACT PERSON	LERATO MOFOKENG: lerato.mofokeng@fshs.gov.za
TECHNICAL ENQUIRIES	JOEL MAFATA: joel@fshs.gov.za



SECTION A:
STANDARD BIDDING DOCUMENTS
SBD.1
INVITATION OF BID



PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	HS-HCE 01-25/26	CLOSING DATE	14 NOV 2025	CLOSING TIME:	11H00
DESCRIPTION	REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER / INSTITUTION OF HIGHER LEARNING TO CONDUCT RESEARCH ON 'THE EVALUATION OF THE IMPACT OF THE HOUSING CONSUMER EDUCATION PROGRAMME ON BENEFICIARIES IN THE FREE STATE PROVINCE'				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

QUOTATION BOX ON THE GROUND FLOOR, OR TAMBO BUILDING, CNR MARKGRAAFF AND ST ANDREWS STREET, BLOEMFONTEIN, 9301

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Lerato Mofokeng	CONTACT PERSON	Joel Mafata
TELEPHONE NUMBER	064 312 8790	TELEPHONE NUMBER	073 1414284
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	quotations@fshs.gov.za	E-MAIL ADDRESS	joel@fshs.gov.za

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE NO:	



ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	



**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN SERVICE LEVEL AGREEMENT.**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



SBD 3.3 PRICING SCHEDULE
(PROFESSIONAL SERVICES)

SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.:	HS-HCE01-25/26
CLOSING TIME 11:00	CLOSING DATE:	14 NOV 2025

OFFER TO BE VALID FOR **60** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....		
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	-----days
	-----	R-----	-----days
	-----	R-----	-----days
	-----	R-----	-----days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices		



DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----

TOTAL: R.....

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----
-----	-----	-----	R-----

TOTAL: R.....

- 6. Period required for commencement with project after acceptance of bid

- 7. Estimated man-days for completion of project

- 8. Are the rates quoted firm for the full period of contract? *YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.



SBD.4
BIDDERS DISCLOSURE



1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?



YES/NO

2.3.1 If so, furnish particulars:

.....

3. DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.



I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder



SBD 6.1
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022



SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**
- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
- (b) Specific Goals.
- 1.4 **To be completed by the organ of state:**
The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive



- tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
 - (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
 - (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
 - (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender



4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Achievement Level	Number of points allocated (80/20 system) (To be completed by the organ of state)	Proof to be Submitted	Number of points claimed (80/20 system) (To be completed by the tenderer of state)	
Women Ownership	100%	10	Bidders are required to submit a certified valid B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) OR a valid sworn affidavit (DTIC format) signed by the EME/QSE representative and attested by a commissioner of oath.		
	75% - 99%	6			
	60% - 75%	4			
	51% - 59%	2			
	0% - 50%	0			
Youth Ownership	100%	10			
	75% - 99%	6			
	60% - 75%	4			
	51% - 59%	2			
	0% - 50%	0			
Total Points		20			



DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
4.4. Company registration number:
4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;



- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:



TERMS OF REFERENCE

REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER / INSTITUTION OF HIGHER LEARNING TO CONDUCT RESEARCH ON 'THE EVALUATION OF THE IMPACT OF THE HOUSING CONSUMER EDUCATION PROGRAMME ON BENEFICIARIES IN THE FREE STATE PROVINCE'

Service provider(s)/Institutions of Higher Learning (IHL) are invited to submit quotation(s) for the following research project:

“The evaluation of the impact of the Housing Consumer Education Programme on beneficiaries in the Free State Province”.



1. SCOPE OF SERVICE

1.1. BACKGROUND

Due to South Africa's historical past, beneficiaries have not had the opportunity to access information on government role in housing provision, its policies, programme, housing delivery approaches and constraints. The envisaged strategic partnership between the beneficiaries and government is a catalyst in fast tracking delivery, realizing intentions of the Department's mission and vision of Sustainable Human Settlements in achieving a non-racial, non-sexist, united and prosperous society.

The Housing Consumer Education Framework adopted in 2002 is a national intervention to assist municipalities and provinces in the housing delivery chain. This framework plays a pivotal role in the life line of Comprehensive Plan for the development of Sustainable Human Settlements.

The purpose of the Housing Consumer Education Framework is to establish a clear vision and coherent integrated instrument to guide the interventions and initiatives towards housing consumer education and awareness creation by government and all other key role players.

The Public Service Research Strategy of 2015-2020, *is* premised on putting forward defensible research, evidence based and cogent recommendations for the government and public administration working with the broader society to draw on the expertise, consulting relevant stakeholders on how to tackle the key challenges facing our country.

Established principles focusing on research activities on approved areas highlighted within the Medium Term Strategic Frame Work (MTSF) 2019-2024 and National Development Plan (NDP) 2030 vision.

1.2. OBJECTIVES OF THE RESEARCH PROJECT

The primary objective of the project is to conduct evidence-based research in the Free State to translate credible research findings and recommendations to influence policy change for the betterment of people's livelihood.

The secondary objectives of the project are to:

- Determine whether consumers understand their rights, duties, responsibilities and obligations working in partnership with government to meet their own housing needs to ensure a more sustainable housing delivery;
- Assess or ensure that all housing consumers in the entire residential property market understand the government's role in housing provision;
- Empower housing consumers to understand their housing rights and responsibilities, as well as different types of subsidies offered by government; and
- Ensure that housing consumers are educated on existing and new housing legislation, strategies and approaches.



1.3. SERVICE REQUIRED

The Department requires the service of a credible service provider(s)/ Institutions of Higher Learning (IHL) or Organisations to conduct evidence-based research on the above-mentioned project with all affected municipalities, community structures and other stakeholders. The research project should address the detail as stated on item 1.2. (objectives) above.

1.4. RESEARCH METHOD

The research must be evidence based, including the use of recent literature review, case studies, government prescripts, journals, formal interviews, etc.

1.5. EXPECTED OUTPUTS OR DELIVERABLES

- Progress reports (monthly report)
- Content evidence-based research report

1.6. REPORTING REQUIREMENTS

- The appointed service provider(s)/ Institutions of Higher Learning (IHL) must provide monthly written /electronic updates to Project Manager;
- The appointed service provider(s) is expected to attend a monthly forum where progress and yielded impact will be discussed extensively;
- The developed reports and collected information shall become Departmental property;
- Copies of documents, reports and articles gathered during the duration of the contract, as reference material shall be submitted to Department for future use; and
- A hard copy and soft copy of a research report will be given to Department.

2. GENERAL

The appointed service provider/IHL will be required to enter into a written agreement with the Department that will span over **SIX MONTHS**. The appointed service provider will liaise with the Deputy Manager responsible for Human Settlements Research who shall also have the authority to certify claims for specific milestones in the implementation of the research project to facilitate the successful service provider's cash flow, should same be necessary.

2.1. The Department will supply the appointed service provider with information at its disposal that will be relevant to the assignment, particularly the beneficiaries who have previously been part of the Consumer Education Programmes in various towns in all the four Districts and the Mangaung Metropolitan Municipality.

2.2. RECUSAL

If during the execution of the research project the appointed service provider should become aware of interests or involvement by any of their associated organisations in the project, they



shall notify the Director: Supply Chain and Asset Management of such interests in writing and recuse themselves in regard to matters relating to such interests.

2.3. STAFF REQUIREMENT

The appointed service provider will be expected to provide time and resources to carry out their duties, in accordance with the information supplied in the quotation. Where any member of the proposed project team nominated in the quotation is not available, the appointed service provider shall notify the Deputy Manager: Human Settlements Research and propose a replacement who shall at least have the same professional experience and capacity as the outgoing member. The Deputy Manager: Human Settlements Research shall have the right not to accept replacement personnel, which in his opinion fail to meet the above criteria. No adjustment in price will be considered in regard to such replacement, irrespective of the reason for such replacement.

2.4. TARGET DATES

Monthly reports will be submitted and the final report will be developed by the **27th February 2026**.

2.5. CONSULTANTS BRIEF

The service provider(s) are required to submit a proposal that deals with the following:

2.5.1. Technical requirement

- The service provider (s)/IHL's understanding of the objectives of the research project;
- Their experience in undertaking similar project, their familiarity with the evidence-based research process;
- The proposed methodology envisaged in addressing the outputs and tasks identified in the Service Required section
- A preliminary project plan outlining key activities, milestones and time frames and budget per deliverables;
- Schedules of resources to be committed to the project, including detailed resumes of team members; and
- Their relevant experience including references (experience and references should relate to key personnel assigned to the project rather than broad references relating to the quoting institution.

2.5.2. Equity Points

The preference points based on equity of the organisation and sub-contracting must be expressly claimed by each service provider and vouched for through a valid BBBEE Certificate being submitted with the bid to the Department.

2.5.3. Financial Requirement

- The detailed budget for the project must be identified for the development and implementation of the brief. The budget shall clearly indicate a breakdown of fees, expenses and contingencies, and VAT.



- The budget is to include costs associated with specific item;
- The financial submission should be accompanied by a work breakdown, schedule and hourly rates for team members

3. ADJUDICATION PROCESS

Quotations from Non- Governmental Organisations, Consulting Firms, Partnerships, Institutions of Higher Learning and Individual Consultants will be accepted, subject to the demonstration of capacity and expertise.

3.1. Adjudication Process

By submitting the quotation, the service provider(s) accepts the indisputable authority of the adjudication panel and its decisions. The panel's decision and the adjudication points will be disclosed to a service provider(s) on receipt of written request, but no further discussion will be entered into. **Potential service provider(s) will be subject to probity check prior to the awarding of the service**

3.2. Evaluation Criteria

Quotations will be evaluated on 80/20 points system.

The quotations price will be adjudicated on 80/20 basis points, whereby a value of 80 points will be allocated for the total competitive costs of the quote and 20 points will be allocated for the BEE Status.

An estimated amount has been determined. All quotes more than 20% above the estimated amount will not be considered

3.2.1. Meeting Financial Requirement Price 80 points

Meeting Financial Requirements	Maximum Point	Points allocated
A detailed budget for the project that has been identified for the development & implementation of the brief. The budget shall clearly indicate a breakdown of fees, expenses and contingencies and VAT.	50	
The budget is to include all costs associated with a specific item; and	15	
The financial submission should be accompanied by a work breakdown schedule and hourly charge out rates for team member.	15	
Total for Financial Requirements	80	



3.2.2. Meeting Functionality Requirements 100 points

Meeting Functionality Requirements	Maximum point	Points allocated
Service Provider(s)/ IHL's understanding of the objectives of the project and its relevant components;	10	
Service Provider (s)/IHL's experience in undertaking similar assignment or work;	10	
The proposed methodology envisaged in addressing the outputs and tasks identified in the Service Required section;	50	
A preliminary project plan outlining key activities, milestones and time frames and budget per deliverables; and	10	
Schedule of resources to be committed to the project, including detailed resumes of team members; and	10	
Service Provider (s) relevant experience including references (experience & reference should relate to key personnel assigned to the project rather than broad references relating to the quoting institution)	10	
Total Functionality Requirements	100	

Should the Service Provider(s) score less than 70 points on Functionality, the bid shall be considered unsuccessful and not considered further.



human settlements

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