



TERMS OF REFERENCE

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO
PROVIDE SUITABLE PREMISES FOR THE HOUSING
DEVELOPMENT AGENCY**

RFP/EC/2021/001

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

11H00 ON 15 DECEMBER 2021

1. Introduction

The 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.

2. Purpose

The purpose of this process is to invite and find a suitably qualified service provider to submit proposals for the provision of leased office space (500 sqm to 600 sqm) and parking facilities for the HDA for a period of six months.

3. Scope

The proposal submitted by bidders must include the following HDA requirements and the HDA will not incur any fit out costs:

3.1 Specification for office space

3.1.1 The office space must be within the areas of:

- Greenacres
- Newton Park
- Mill Park

3.1.2 Close proximity to public transport and freeways.

3.1.3 The actual building size proposed (not the total size of the property) must be within a range of 500sqm and 600sqm.

3.1.4 The requirements for site accessibility include:

3.1.4.1 The building should allow for comfortable entrance / exit to and from the building by staff, visitors and service providers.

3.1.4.2 The building must make provision for access control which must be accessible to both staff and visitors as well as security.

3.1.4.3 The building should have access for people with special needs / disability (e.g. Wheelchair ramp) and should fully comply with the OHS act.

3.2 Building – General Requirements

3.2.1 The building must be an existing building (complete built structure)

3.2.2 A or B grade office accommodation

3.2.3 Approximately between 500sqm-600sqm gross lettable area (GLA) with the option to extend/renovate the floor space.

3.2.4 Exterior signage must be allowed

3.2.5 Full building insurance is the responsibility of the landlord

3.2.6 A building with a green rating would be advantageous

3.2.7 Existing wheelchair access to the building

3.2.8 20 Secure onsite parking of which 2 will cater for physically disabled people, must be available in accordance with municipal by-laws. Confirmation of which should be included in the proposal.

3.3 Building Services

3.3.1 Ablution facilities accommodating approximately 20+ employees and visitors, including facilities for the physically disabled must be available.

3.3.2 The accommodation must provide lighting as per building regulation.

3.3.3 The office accommodation must be fully air-conditioned and ventilated.

3.3.4 Uninterrupted power supply (UPS) and back up generator power supply must be available in the event of power failure for the entire office space.

- 3.3.5 The spaces on offer must have its own electric distribution board(s).
- 3.3.6 The accommodation must have existing fire detection and prevention services.
- 3.3.7 The accommodation must have double tier cable trays in ceiling voids or make allowance for these.
- 3.3.8 The lease offered must provide for air-conditioning service and maintenance as part of the lease.
- 3.3.9 A floor plan of the building drawn to scale required.
- 3.3.9 A provision of 2 strong rooms with a maximum size of 4mx4m.
- 3.3.10 A provision of 2 storerooms with a maximum size of 5mx5m.
- 3.3.11 The lease offered must be for a period of six months. The lease offered must also allow for further extension of the building if required which will mainly cater for ablution and office space.
- 3.3.12 The proposal lease offered must indicate the tenant installation allowance.
- 3.3.13 The proposal lease offered must provide an option for building maintenance by the lessor / landlord as part of the lease.
- 3.3.14 The lease contract should be signed with the owner and/or required delegate authority of the building / landlord not an agency or third party.
- 3.3.14 The building must be IT & Telecon ready.

Note: A signed and endorsed draft lease proposal is to be included for each building submitted for consideration in this bid.

4. Evaluation Process

- 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 evaluation of the bids will be conducted in three (3) stages, viz. technical mandatory requirements, technical / functionality requirements, site inspection and price and B-BBEE evaluation.

4.1 Technical Mandatory Requirements (Stage 1)

Bidders must indicate compliance with this requirement as follows – By ticking the relevant box “Comply” or “Not comply” in the event that no tick is made it will be accepted that the bidder does “not comply” and will be disqualified.

Note: The following specific requirements must be met by the bidders and it will be expected of bidders to supply proof or confirm their commitment where applicable.

Table 1: Technical mandatory requirements

Mandatory	Comply	Not Comply
The bidder must confirm that they have read and understood the terms and conditions set out in the special conditions of contract and mandatory clauses to be incorporated into the lease agreement which terms and conditions the bidder accepts, in the event that the HDA awards the contract to the bidder pursuant to this bid. The bidder must submit with the bid: A. A proposed Lease Agreement for period of six months. B. Complete the attached Pricing Schedule C. Floor Plans F. Acts & Regulations - The bidder must at all times comply with the provisions of the Occupational Safety and Health Act, 1993 with regards to safety equipment and maintenance of equipment used.		

The Bidder confirms that the building offered is: ☐ A complete built structure		
The Bidder confirms that the building offered is: Grade A or B.		
The Bidder confirms that the building offered is one of the following preferred areas : Newton Park Greenacres Mill Park Indicate under “Substantiate / Comments” below whether the bidder is the owner/landlord or an agent/broker and, where the bidder is an agent or broker, the bidder must provide proof of mandate if acting on behalf of the owner/landlord. Please provide for each building offered. The HDA does not pay commission on agent fees.		
Indicate under “Substantiate / Comments” below whether the bidder is the owner/landlord or an agent/broker and, where the bidder is an agent or broker, the bidder must confirm that they are registered with the Estate Agencies Affairs Board and are in possession of a valid Fidelity Fund certificate and provide a certified copy of the EAAB registration and a certified copy of the valid Fidelity Fund certificate.		
The building should have access for people with special needs/ disability (e.g. wheel chair ramp).		
The bidder confirms that the gross Lettable area offered is between 500-600sqm		
The bidder confirms that they are in possession of the following certificate, Certificate of Occupancy, Electrical compliance and other mandatory compliances of the		

Building concerned, issued by the Municipality Please attach a certified copy of the Certificate.		
The bidder confirms that exterior signage will be allowable		
The bidder confirms that Uninterrupted power supply (UPS) and back-up generator power supply is available.		
Substantiate/Comments:		

Note: failure to comply with all of the mandatory requirements will lead to disqualification.

4.2 Technical / functional requirements and site inspection (Stage 2)

With regards to technical / functional requirements, the following criteria shall be applicable and the maximum points of each criterion are indicated in the tables below. Bids scoring less than 70 points on technical / functional requirements will be set aside.:

Table 2: Technical / functional requirements

Technical Requirements: Technical / Functional Criteria (Submission)	Comply	Not Comply	Weightings
NB: Each building proposed will be evaluated, based on the submitted documentation, on the following:			

Building – General Requirements			20
20 or more Secure on-site parking of which 2 will cater for physically disabled people, must be available in accordance with municipal by-laws. Confirmation of which should be included in the proposal.			20
Building Services			50
The building must make provision for goods and passengers lifts (if applicable)			5
Ablution facilities accommodating approximately 20 employees and visitors, including facilities for the physically disabled must be available			10
The accommodation must provide lighting as per building regulation			10
The office accommodation must be fully air-conditioned and ventilated			10
The space(s) on offer must have its own electric distribution board(s)			5
The accommodation must have existing fire detection and prevention services and comply with OHS regulations.			5
A floor plan of the building drawn to scale is required			5
Site Accessibility			30
The building must be an existing building (complete built structure) (Stand alone or multi-tenant building)			5
The building should allow for comfortable entrance / exit to and from the building by staff, clients and service providers			5
The building must make provision of access			5

control and security which must be accessible to both staff and suppliers			
The building must comply with OHS, emergency evacuation process. The bidder must provide us with a certified copy of the certificate of compliance			5
The building must provide atleast 2 storerooms and 2 strong rooms.			5
The building must be IT & Telecon ready.			5
TOTAL			100

4.2 Site Inspections

The items on table 1 of this document will be confirmed on site during in-loco inspection of all bidders who qualify through the technical mandatory requirements and technical / functional requirements. The bidder will be expected to avail its technical representative on site to take the HDA team throughout the premises while indicating and confirming bidders' submissions. Should it be found at this stage that the bidder falsified its submission and site conditions, it will be disqualified.

4.3 Pricing schedule

Annexure A: Breakdown of total cost

Table 3: Pricing overview

Price component	Costs in Rands over six (6) months									
	2021 6 m									
Building										
Parking										

Operational costs										
Building insurance										
Others payable services										
Additional										
Total cost:	R	R	R	R	R	R	R	R	R	R

4.4 Annexure B

Table 4: Building (example)

Solution components	Cost in Rands over six months
Rate per m ² = 370m ² to 400m ²	
Indicate operating cost per m ² (VAT inclusive)	
List operational cost components for which HDA will be responsible (i.e. electricity, sewage, water, refuse removal etc.)	
Indicate cost per under cover parking bay (Vat inclusive)	
Indicate Tenant Installation allowance per m ²	
Building insurance	
Indicate breakdown and information on deposit required	
Provide information on any other excluded cost:	
Total cost:	R

4.5 Price Escalation

All prices must be VAT inclusive and quoted in South African Rand (ZAR).

4.6 Additional information to be submitted by the bidders

- Brief company profile, as relevant to the above-mentioned terms of reference.
- Experience in the relevant areas.
- Clientele.
- Certificate of incorporation / legal status.
- Financial proposal.
- Building rental
- Parking
- Operational expenses
- Building Insurance
- Any other payable services
- Certified BBBEE certificate
- Confirmation of registration with National Treasury CSD database
- Certificate of Occupancy, COC

HDA prefers to sign the lease directly with the landlord, all submission documents must be in the name of the landlord even in cases where the Agent is compiling them on behalf of the landlord.

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

Table 6 – Price and B-BBEE (Stage 3)

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

NB: the HDA will conduct site inspections at premises of bidders that

8. General

8.1. Below are the requirements for this service

8.1.1. It is important to note that companies quote for the correct item listed on the attached schedule.

8.1.2. Kindly submit the following documents:

- SBD Forms (SBD4, SBD6.1, 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.**

8.3. All queries can queries can be sent via email to Jerry.makofane@thehda.co.za

9. Terms and Conditions.

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. Submission of Quotation

10.1. Proposals should be submitted on or before the **15 December 2021** by no later than **11h00** to procurement@thehda.co.za :

10.2. 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.